

**Mayor**  
Michael Mattox

**Vice Mayor**  
Beverley Dalton

**Council Members**  
Jay Higginbotham      William "Bill" Ferguson  
Charles Edwards      Tracy Emerson  
Tim George

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Altavista Town Council

May 13, 2014

Special Called Meeting (6:00 p.m.) and Regular Meeting (7:00 p.m.) Agenda  
J.R. "Rudy" Burgess Town Hall – 510 Main Street

**ALL CELLPHONES AND ELECTRONIC DEVICES ARE TO BE SILENCED OR TURNED OFF IN COUNCIL CHAMBERS.**

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**6:00 p.m.      Special Called Meeting**

- **Closed Session**
  - Section 2.2-3711(A)(7) – Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. (Utility Agreement)

**6:45 p.m.      Finance Committee Meeting (Large Conference Room)**

**7:00 p.m.      Regular Council Meeting (Council's Chambers)**

**I.      Call to Order**

**II.      Invocation**

**III.      Approval of Agenda**

**IV.      PUBLIC COMMENT PERIOD:** Notes on Comment Period – Each speaker is asked to limit comments to 3 minutes and the total period for all speakers will be 15 minutes or less. Council is very interested in hearing your concerns; however speakers should not expect Council action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate town officials or staff and may be scheduled for a future agenda. Thank you for your consideration of the Town Council, staff and other speakers.

**V.      SPECIAL ITEMS OR RECOGNITIONS** (Time allotted as needed) (Estimated Time: TBD)

**VI.      CONSENT AGENDA** (Estimated Time: 5 minutes)

- Approval of Minutes – *Regular Meeting April 8, 2014; Special Called Meeting May 5, 2014*
- Receive monthly review of Invoices
- Receive monthly review of Revenues & Expenditures
- Receive monthly review of Reserve Balance/Investment Report
- Departmental Monthly Reports

**VII. PUBLIC HEARING(S)** (Estimated Time: 30 minutes)

- A) FY2015 Budget and Capital Improvement Program (CIP)

**VIII. STANDING COMMITTEE/COMMISSION/BOARD REPORTS** (Estimated Time: 10 minutes)

- A) Council Committees
  - i) Finance/Human Resources Committee (Dalton)
  - ii) Police/Legislative Committee (Edwards)
  - iii) Public Works/Utility Committee (Ferguson)
- B) Others
  - i) AEDA Action Plan/Town ED Strategic Work Plan Update (Lucas)

**IX. NEW BUSINESS** (Estimated Time: 15 minutes)

- A) Water Asset Management Study - Waterline Projects
  - i) Project 1A (Bedford Avenue) Norfolk Southern Standard Pipe License Agreement (AECOM)
  - ii) Project 1B (Main Street) – Engineering Fee Proposal and Project Timeline
- B) Use of Town Property – Valley View Drive

**X. UNFINISHED BUSINESS** (Estimated Time: 5 minutes)

- A) Dearing Ford Water tank conveyance

**XI. MANAGER’S REPORT** (Estimated Time: 5 minutes )

- A) Project Updates
- B) Other Items as Necessary
- C) Informational Items
- D) Town Council Calendars (May/June)

**XII. Matters from Town Council**

**XIII. CLOSED MEETING**

*Altavista Town Council Meeting  
May 13, 2014 Agenda – continued*

- Section 2.2-3711(A)(1) Discussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body

**XIV. Adjournment**

*Notice to comply with Americans with Disabilities Act: Special assistance is available for disabled persons addressing Town Council. Efforts will be made to provide adaptations or accommodations based on individual needs of qualified individuals with disability, provided that reasonable advance notification has been received by the Town Clerk's Office. For assistance, please contact the Town Clerk's Office, Town of Altavista, 510 Seventh Street, Altavista, VA 24517 or by calling (434) 369-5001.*

*Thank you for taking the time to participate in your Town Council meeting. The Mayor and Members of Council invite and encourage you to attend whenever possible because good government depends on the interest and involvement of citizens.*

| <b>AGENDA ITEM</b>                      | <b>SYNOPSIS AGENDA</b><br><b>MAY 13, 2014</b><br><b>REGULAR ALTAVISTA TOWN COUNCIL MEETING</b>   |
|---|--|
| <b>I. Call To Order</b>                 |  |
| <b>II. Invocation</b>                   | <b>Pastor David Sage, Grace Community Church</b>   |
| <b>III. Approval of Agenda</b>          | <ul style="list-style-type: none"> <li>• Approve Agenda as presented or modified.</li> </ul> <i>Enclosure: NO</i>  |
| <b>IV. Public Comment Period</b>        | <i>Enclosure: NO</i>   |
| <b>V. Special Items or Recognitions</b> | <i>Enclosure(s): NO</i>  |
| <b>VI. Consent Agenda</b>               | <ul style="list-style-type: none"> <li>a) Approval of Minutes – Regular Meeting April 8, 2014; Special Meeting May 5, 2014</li> <li>b) Receive monthly Invoices</li> <li>c) Receive monthly review of Revenues and Expenditures</li> <li>d) Receive month review of Reserve Balance/Investment Report</li> <li>e) Departmental Reports</li> </ul> <i>Enclosures: YES</i><br><br><b>Need a motion to Approve the items on the Consent Agenda.</b> |
| <b>VII. Public Hearings</b>             | <b>FY2015 Proposed Operating Budget and FY2015-2019 Capital Improvement Program (CIP)</b>  |

|  |  |
|--|--|
| <b>VIII. Standing Committees /Commissions/ Board Reports</b> | <ul style="list-style-type: none"><li>❖ <b>Finance/Human Resources Committee Report – Chairman Dalton</b></li><li>❖ <b>Police/Legislative Committee: Chairman Edwards</b></li><li>❖ <b>Public Works/Utility Committee: Chairman Ferguson</b></li></ul> <p>Others:</p> <ul style="list-style-type: none"><li>❖ <b>AEDA Action Plan/Town ED Strategic Work Plan</b></li></ul> <p><i>Enclosure(s): YES</i></p>    |
| <b>IX: New Business</b>                                      | <ul style="list-style-type: none"><li>❖ <b>Water Asset Management Study – Waterline Projects</b><ul style="list-style-type: none"><li>• <b>Project 1A – Norfolk Southern Standard Pipe License Agreement</b></li><li>• <b>Project 1B – Engineering Fee Proposal and Project Timeline</b></li></ul></li><li>❖ <b>Use of Town Property Request – Valley View Drive</b></li></ul> <p><i>Enclosure(s): YES</i></p> |
| <b>X: Unfinished Business</b>                                | <ul style="list-style-type: none"><li>❖ <b>Dearing Ford Tank conveyance</b></li></ul> <p><i>Enclosure(s): YES</i></p>  |
| <b>XI: Manager’s Report</b>                                  | <p>a. Project Update<br/><i>Enclosure: NO</i></p> <p>b. Other Items as Necessary (None at this time)</p>   |

May 13, 2014 Town Council Agenda Synopsis

|                            |   |
|----------------------------|---|
|                            | <i>Enclosure: No</i><br><br>c. Informational Items<br><br><i>Enclosure(s): No</i><br><br>d. Town Council Calendars<br><i>Enclosure: Yes</i> |
|                            |   |
| <b>XII: Closed Meeting</b> |   |

Upcoming Meetings:

(All Meetings are at Town Hall unless noted)

May 22<sup>nd</sup> - Public Works/Utility Committee Regular Monthly Meeting (7:00 a.m.)  
Finance/HR Committee Regular Monthly Meeting (8:15 a.m.)

TBA - Police/Legislative Committee

## Regular Council Meeting—April 8, 2014

The meeting of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street on April 8, 2014 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Pastor David Sage, Grace Community Church, asked that everyone take a moment and remember former Mayor Burgess and his faithful service to the Town before he gave the invocation.

Council members  
present:

Mayor Michael Mattox  
Mrs. Beverley Dalton  
Mr. Charles Edwards  
Mr. Tracy Emerson  
Mr. Bill Ferguson  
Mr. Timothy George  
Mr. Jay Higginbotham

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager  
Mr. Daniel Witt, Assistant Town Manager  
Mrs. Tobie Shelton, Finance Director  
Chief Kenneth Walsh, Police Department  
Mr. David Garrett, Public Works/Utilities Director  
Mr. Steve Bond, Wastewater Treatment Director  
Mrs. Megan Lucas, Economic Dev. Director  
Mr. John Eller, Town Attorney  
Mrs. Mary Hall, Administration

3. Mayor Mattox asked that the agenda be amended to include a Board of Zoning Appeals appointment in the closed session.

A motion was made by Mr. George, seconded by Mr. Ferguson, to approve the amended agenda.

Motion carried:

|       |                      |     |
|-------|----------------------|-----|
| VOTE: | Mr. Michael Mattox   | Yes |
|       | Mrs. Beverley Dalton | Yes |
|       | Mr. Charles Edwards  | Yes |
|       | Mr. Tracy Emerson    | Yes |
|       | Mr. Bill Ferguson    | Yes |
|       | Mr. Timothy George   | Yes |
|       | Mr. Jay Higginbotham | Yes |

4. Public Comment

Mayor Mattox asked if anyone would like to speak on anything not listed on the agenda.

No one came forward.

5. Special Items or Recognitions

6. Consent Agenda

- a) Approval of Minutes-Regular Meeting March 11, 2014, Continued Council Meeting March 20, 2014 & Work Session March 24, 2014
- b) Receive monthly review of Invoices
- c) Receive monthly review of Revenue & Expenditures
- d) Receive monthly review of Reserve Balance/Investment Report
- e) Budget Amendment—Train Station HVAC
- f) Departmental Monthly Reports

Regular Council Meeting—April 8, 2014

- Administration
- Business License
- Community Development
- Economic Development
- Police Department
- Public Works Department
- Transit System
- Wastewater Department
- Water Department

A motion was made by Mr. Ferguson, seconded by Mr. George, to approve the items as listed on the consent agenda.

Motion carried:

|       |                      |     |
|-------|----------------------|-----|
| VOTE: | Mr. Michael Mattox   | Yes |
|       | Mrs. Beverley Dalton | Yes |
|       | Mr. Charles Edwards  | Yes |
|       | Mr. Tracy Emerson    | Yes |
|       | Mr. Bill Ferguson    | Yes |
|       | Mr. Timothy George   | Yes |
|       | Mr. Jay Higginbotham | Yes |

7. Public Hearings

8. Standing Committee/Commission/Board Reports

a) Council Committees

i. Finance/Human Resources Committee

FY2015 Budget- Agency Requests

Mrs. Dalton advised following the March 24<sup>th</sup> Town Council Budget Work Session, the agency funding requests were forwarded to the Finance Committee for consideration. Based on discussion, the Committee recommends that the requests remain in the budget at this time and additional discussion be held, if necessary, as the process moves forward. She noted the items are in the budget, so no action is necessary based on the Committee's discussion.

AOT Reorganization/Town Economic Development Office

Mrs. Dalton reported previously staff inquired of the Town Council as to their willingness to consider a request for the AOT staff member to become a part-time Town employee in the Economic Development Office. Council was favorable to looking at the feasibility of this proposal. The Altavista on Track Board has voted to proceed with implementation of this reorganization assuming that it can be endorsed by the Virginia Main Street program's overseeing agency, the Department of Housing and Community Development (DHCD). A proposal is being reviewed by DHCD. Currently the Town budgets \$35,000 annually as a contribution to Altavista on Track (AOT) to assist with their operations, which includes the position. The proposal would utilize the existing funding of \$35,000, with \$30,000 for the part-time position and a few operational items and would provide a \$5,000 contribution to the AOT Board for items that would remain under their authority. Based on this proposal, staff recommended to the Committee that they give their approval of this reorganization, pending the approval of DHCD. Accordingly, the Committee recommends that Town Council approve the reorganization as outlined, if DHCD approves such action. If approved, staff will submit a job title, pay classification and job description for future approval.



## Regular Council Meeting—April 8, 2014

Mrs. Dalton motioned that the AOT position be brought into the Town's Economic Development Office with \$30,000 of the annual contribution to AOT allocated to the departmental budget.

Motion carried:

|       |                      |     |
|-------|----------------------|-----|
| VOTE: | Mr. Michael Mattox   | Yes |
|       | Mrs. Beverley Dalton | Yes |
|       | Mr. Charles Edwards  | Yes |
|       | Mr. Tracy Emerson    | Yes |
|       | Mr. Bill Ferguson    | Yes |
|       | Mr. Timothy George   | Yes |
|       | Mr. Jay Higginbotham | Yes |

### Budget Amendments

Mrs. Dalton advised staff submitted the three budget amendments for the Finance/HR Committee to consider. The first budget amendment provides for the transfer of funds from the "Salaries and Wages/Regular" line item to the "Salaries and Wages- Overtime" line item in the amount of \$3,500. She noted with increased operational time to keep up with water demand, this increase is necessary. The current budget for this line item is \$25,000 with expenditures as of last payroll at \$26,300. The Committee recommends approval as presented.

Mrs. Dalton motioned that the budget amendment in the amount of \$3,500 for "Salaries & Wages/Overtime" be approved as presented.

Motion carried:

|       |                      |     |
|-------|----------------------|-----|
| VOTE: | Mr. Michael Mattox   | Yes |
|       | Mrs. Beverley Dalton | Yes |
|       | Mr. Charles Edwards  | Yes |
|       | Mr. Tracy Emerson    | Yes |
|       | Mr. Bill Ferguson    | Yes |
|       | Mr. Timothy George   | Yes |
|       | Mr. Jay Higginbotham | Yes |

Mrs. Dalton stated this budget amendment provides for the transfer of funds from the Police Department's State Forfeiture Account to the General Fund's "Materials & Supplies/Drug Investigating" in the Police Department's budget in the amount of \$3,000. The current budget for this line item is \$10,000 and all money in that line item has been requested by the Police Department. The Committee recommends approval of the budget amendment, once the Police Committee has reviewed and endorsed

Mr. Edwards advised the Police Committee has reviewed this request and endorses.

Mrs. Dalton motioned the budget amendment in the amount of \$3,000 for "Materials/Supplies/Drug Investigations" be approved as presented.

Motion carried:

|       |                      |     |
|-------|----------------------|-----|
| VOTE: | Mr. Michael Mattox   | Yes |
|       | Mrs. Beverley Dalton | Yes |
|       | Mr. Charles Edwards  | Yes |
|       | Mr. Tracy Emerson    | Yes |
|       | Mr. Bill Ferguson    | Yes |
|       | Mr. Timothy George   | Yes |
|       | Mr. Jay Higginbotham | Yes |

Mrs. Dalton advised the third budget amendment was addressed in the Consent Agenda portion of the budget as the Town Council had

Regular Council Meeting—April 8, 2014

previously voted to approve the funds for the replacement of the HVAC unit at the Train Station.

Other Items/Updates

Employee Compensation Study: Staff is working on gathering information for the Committee regarding staff compensation as compared to other localities.

Cemetery Perpetual Fund: Staff is reviewing how the funding earmarked for perpetual maintenance of the Greenhill Cemetery can be protected and invested.

Next Finance/HR Committee Meeting: Thursday, April 24<sup>th</sup> at 8:15 AM in the large conference room of Town Hall

ii. Police/Legislative Committee

Accreditation Process

Mr. Edwards advised the Committee met approximately six months ago and discussed the possibility of continuing the accreditation program. The process had stopped at some point when the previous Chief was with the Town of Altavista. He stated the question is whether to proceed or not with the accreditation program. Mr. Edwards advised the Police Committee met recently and after some discussion has decided to not continue with the accreditation program.

A motion was made by Mr. Edwards, seconded by Mr. Emerson, to discontinue the accreditation program.

Mayor Mattox asked Mr. Edwards if the additional information requested in the Committee meeting was received.

Mr. Edwards answered affirmatively.

Mayor Mattox asked if the Committee agreed unanimously.

Mr. Edwards stated it was unanimous.

Mayor Mattox stated it was his understanding the Committee will make sure the policies and procedures are validated in some way but not necessarily through accreditation.

Mr. Edwards stated that was the intent and was up to the Chief of Police. The Committee would observe the process as it occurs. He noted a retired officer from Norfolk was recently in Town to serve on a committee. He reviewed the Police Department’s policies and was extremely complimentary. Mr. Edwards felt the policies were sufficient for what needs to be done.

Motion carried:

|       |                      |     |
|-------|----------------------|-----|
| VOTE: | Mr. Michael Mattox   | Yes |
|       | Mrs. Beverley Dalton | Yes |
|       | Mr. Charles Edwards  | Yes |
|       | Mr. Tracy Emerson    | Yes |
|       | Mr. Bill Ferguson    | Yes |
|       | Mr. Timothy George   | Yes |
|       | Mr. Jay Higginbotham | Yes |

iii. Public Works/Utility Committee

Recycling Curbside Pilot Plan Consideration

Mr. Ferguson advised several months ago, staff began looking at alternative sites for the "drop-off" recycling bins that are currently located at the Altavista Commons Shopping Center. Over the past few years the cost of the "drop off" recycling program has been an average of \$7,500, with \$1,600 of that being funded through a state "Litter Control Grant". During a discussion with Mr. Ben Updike of BSW, Inc, who provides the bins for the recycling efforts, he offered to present a proposal regarding a "pilot program" for curbside recycling. The proposal, Recycle Easy (BSW, Inc.) would provide 96 gallon wheeled carts that would be utilized for comingled recyclables and picked up every other week. It is indicated that for this to become a viable business endeavor for BSW, Inc. a critical mass of 65 customers will be needed. The proposal seeks to begin the program utilizing the existing funds that are now being used for the "drop off" program to create interest by citizens that would like to participate. The proposal is designed to have citizens pay for the service, unless the Town is interested in offsetting some of the costs to reduce the costs for citizen participation. BSW, Inc. recognizes that individuals that do not live in town but are in close proximity may also be interested in participating in the service. These individuals would count toward the critical mass but the Town would not subsidize their participation. It is anticipated that it would take approximately two (2) months to implement the program. The Committee discussed the on-going issues with the current "drop off" site and that this would be the next evolution of recycling in the community and accordingly recommends that the "pilot program" as presented by BSW, Inc. be approved.

A motion was made by Mr. Ferguson, seconded by Mrs. Dalton, that the "pilot program" for curbside recycling presented by BSW, Inc. be approved for implementation.

Mr. Ferguson noted the containers located at Wal-Mart fill up quickly and less than half of those using the bins are Altavista residents.

Motion carried:

|       |                      |     |
|-------|----------------------|-----|
| VOTE: | Mr. Michael Mattox   | Yes |
|       | Mrs. Beverley Dalton | Yes |
|       | Mr. Charles Edwards  | Yes |
|       | Mr. Tracy Emerson    | Yes |
|       | Mr. Bill Ferguson    | Yes |
|       | Mr. Timothy George   | Yes |
|       | Mr. Jay Higginbotham | Yes |

WWTP Emergency Overflow Pond

Mr. Ferguson advised the Committee discussed the on-going studies at the Town's Wastewater Treatment Plant's Overflow Pond associated with potential remediation options for the PCB contamination. Staff is continuing to proceed with construction of the "dike" that will be referred to as Plot 7 on the northern side of the pond and consist of plantings of "tree cuttings" to further explore the feasibility of phytoremediation at the site. The Committee has recommended that a "baseline" of the soil be established prior to construction, then soil samples be taken immediately after the Plot is constructed and on an annual basis after that. In addition, the Committee feels that Dr. Licht should be compensated for the visit in March, as well as the "cuttings" that he left for the Town.

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A motion was made by Mr. Ferguson, seconded by Mrs. Dalton, to compensate Dr. Licht for his visit in March as well as the “cuttings” he left for the Town, at an amount not to exceed \$4,000.

Motion carried:

|       |                      |     |
|-------|----------------------|-----|
| VOTE: | Mr. Michael Mattox   | Yes |
|       | Mrs. Beverley Dalton | Yes |
|       | Mr. Charles Edwards  | Yes |
|       | Mr. Tracy Emerson    | Yes |
|       | Mr. Bill Ferguson    | Yes |
|       | Mr. Timothy George   | Yes |
|       | Mr. Jay Higginbotham | Yes |

Mr. Higginbotham questioned the baseline being established for the construction.

Mr. Coggsdale responded the Committee asked to know what the levels are before the dike is built, afterwards when the water is pumped out and sometime in the future; three different testing periods.

Mr. Edwards stated his impression is to take the first sample to verify the area is in need of treatment and to what degree.

### b) Others

#### i. Planning Commission—Annual Report (PC Chair Barbee)

Mr. Jerry Barbee, Planning Commission Chairman, gave their annual report. He noted Mr. John Jordan was the newest member on the board. He reported the Planning Commission is in the process of working on the Architectural Guidelines for the Downtown Revitalization Overlay District.

#### ii. Recreation Committee Report

Mr. George advised at the March 11, 2014 Town Council meeting the Council requested the Recreation Committee consider a request by a citizen to reopen the road along the Staunton River at English Park. The Recreation Committee met on Monday, March 17th and this request was on the agenda. After discussion and consideration of the request, the unanimous recommendation of the committee is to keep the road closed to vehicle traffic. He listed the reasons for the recommendation to keep the road closed to vehicle traffic as follows:

1. Pedestrian and child safety;
2. Only part of the park closed to vehicles;
3. Logistics to open and close the road at specified times is too labor intensive for town staff;
4. Confusion over when the road is to be open and/or closed;
5. Access to the river views and picnic tables for those unable to walk to the middle section of the road is available at other accessible locations in the park.

Mr. George referred to the tennis courts on Bedford Avenue stating the the court is in bad need of repair and also requested that it be striped for Pickleball. He noted it has been requested of Public Works to give an estimate of how much it would cost for the repairs.

Mayor Mattox asked that Shuffleboard be considered too and referred these matters to the Public Works Committee.

9. New Business

a) Special Event Request—Altavista Fire Company

Mr. Coggsdale advised the Town was approached by Mr. John Tucker with the Altavista Fire Company in regard to holding a special event at the Booker Building as a fundraiser for the department on Saturday, October 4, 2014. This event would be an outdoor concert utilizing the Booker Building's covered outdoor stage and the immediate area around the Booker Building. The event would be from 7:00 p.m. to 11:00 p.m. and a crowd of over 1,000 is estimated. The Town's Booker Building Rental Policy states that any rental that extends beyond the rental period of 10:00 p.m. requires approval by the Town Manager or his designee and requires off duty law enforcement to be present throughout the event time. In addition, the policy states that a Security Deposit in the amount of \$250.00 be paid, with this being refunded upon confirmation from Public Works and Police Department staff that the rental and cleaning checklists were in accordance with the rental agreement. A \$25.00 non-refundable utility fee is charged for all rentals. The Altavista Fire Company is listed as an organization that is exempt from the rental fee once per ninety day period, as long as the rental does not exceed two days. While alcohol sales are permitted in regard to the Booker Building rental, under certain guidelines, this only applies to inside the building. Accordingly, approval is needed from the Altavista Town Council to have alcohol sales outside of the Booker Building during this event.

**Services/Actions Requested:**

Use of Booker Building for all day on Saturday, October 4, 2014 (includes set up and clean up periods)

Allowance of alcohol sales from 7:00 – 10:00 p.m. in the event area boundary (as identified on map)

Use of electrical service for band and potential food vendor(s).

Use of town's rear loading trash truck, for clean up.

**Possible Conditions:**

Organizer to provide ABC Permit for alcohol sales by September 5, 2014

Organizer to provide certificate of insurance naming TOA as additional insured by September 5, 2014

Organizer to submit the Security Deposit (\$250.00) and the Utility Fee (\$25.00) at time of filing the Booker Building Rental Agreement application.

Mr. George left the Chamber at 7:45 p.m.

A motion was made by Mr. Emerson, seconded by Mr. Edwards, to allowed the Altavista Fire Company to utilize the outside area of the Booker Building as identified on the submittal for an outdoor concert to be held on October 4, 2014 and that alcohol sales be permitted in the designated area with the event be allowed to extend beyond the normal Booker Building rental period of 10:00 p.m. once all conditions as outlined are met.

Mrs. Dalton asked if there has been any events schedule similar to this with alcohol in the prescribed area.

Mr. Coggsdale stated the Uncle Billy's Day festivities are similar although it is not an entrance pay event. The beer garden for UBD is in a confined area where this will cover the entire specified area.

Chief Walsh advised he had spoken to Mr. John Tucker, Altavista Fire Company, and they will be meeting to discuss an operations plan for the event in addition to the coordinating with Alcohol Beverage Control.

Mr. George returned to the Chamber at 7:47 p.m.

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Motion carried:

|       |                      |     |
|-------|----------------------|-----|
| VOTE: | Mr. Michael Mattox   | Yes |
|       | Mrs. Beverley Dalton | Yes |
|       | Mr. Charles Edwards  | Yes |
|       | Mr. Tracy Emerson    | Yes |
|       | Mr. Bill Ferguson    | Yes |
|       | Mr. Timothy George   | Yes |
|       | Mr. Jay Higginbotham | Yes |

### b) First Reading of the Proposed FY2015 Budget & Capital Improvement Plan (CIP)

Mayor Mattox advised Mr. George had requested some time before addressing the First Reading of the proposed FY2015 Budget and Capital Improvement Plan.

Mr. George addressed Council in regards to the consideration of reducing the Town's real estate tax rate. He noted again this year the Town has a substantial surplus of \$612,000 with the average of \$488, 000 per year over the past five years. This figure doesn't include 2012 when Council elected to pay off over \$1 million in Fire Department and Utility debt. He felt it was prudent to have reserves but also felt Council could afford a tax break to the citizens of the Town of Altavista. He suggested lowering the tax rate by 10%; 14.5% as opposed to 16%. This would cost the Town \$42,656 a year.

A motion was made by Mr. George, seconded by Mr. Emerson, to reduce the real estate tax rate to 14.5%.

Mr. Edwards stated he would love to support this reduction in taxes but can't at this time due to the sufficient expenditures facing the Town. He noted a financial consultant is in the process of gathering numbers for these projects and felt the machinery and tools tax is more in line in comparison to other localities surveyed than the real estate tax. He felt the message to potential parties interested in economic development in Altavista would be stronger if there was a reduction in the machinery and tools tax. He stated he was not ready to advocate any reduction in taxes at this time and felt a reduction in machinery and tools would be a better route when Council decides to move forward.

Mrs. Dalton offered opposition as well stating the Finance Committee is grabbing with the funding of the water line upgrades in the \$10 million range and has been looking at how to finance these projects in the next several years. She noted they have been adjusting water and sewer rates so that operations would fund itself and to build the pot of reserves to take on debt services. She stated Mr. George's proposal is a small amount of money but felt good planning looks at the long view. She also felt tax rate changes need to go through long term planning and through the Committee process.

Mr. Edwards offered a substitute motion that a committee be formed or the Finance Committee including Mr. George take a long look at this and incorporate what the financial planner has to offer. Look at the possibility of reducing tax rates in all areas, real estate, machinery and tools and personal property.

Mrs. Dalton stated she would second the substitute motion.

Mayor Mattox stated Council has worked hard for the last ten to twelve years with the ultimate goal of making Altavista a great place to live and building up a reserve during this time. He stated this is not a lot of money but it is money that might help some of the Town's citizens; showing Altavista cares for the people that put them there. Mayor Mattox stated he would support Mr. George's motion.

Mr. George noted the amount proposed is 8% of the working budget over the past six years.

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Mr. Higginbotham stated he respected Mr. Edwards' and Mrs. Dalton's comments and Council is looking at \$10 million in projects; he noted he has tried to get a reduction in taxes since he has been on Council. This has never happened but Council has consistently given salary increases and feels this needs to be considered when budgeting.

Mr. Edwards reiterated his motion is to appoint a Committee, whether Finance or other, to take a couple of months absorbing this topic with the financial advisors option included and report back to Council for next year's budget (FY2016).

Mayor Mattox stated he sees the value in Mr. Edwards's motion but also sees the value in lowering taxes for the upcoming year.

Mr. Higginbotham asked that Mr. Edwards's motion be considered for the FY2015 budget.

Mr. George's motion was deferred to the June Council meeting when the FY2015 proposed budget is adopted pending further research.

Motion carried:

|       |                      |     |
|-------|----------------------|-----|
| VOTE: | Mr. Michael Mattox   | Yes |
|       | Mrs. Beverley Dalton | Yes |
|       | Mr. Charles Edwards  | Yes |
|       | Mr. Tracy Emerson    | Yes |
|       | Mr. Bill Ferguson    | Yes |
|       | Mr. Timothy George   | Yes |
|       | Mr. Jay Higginbotham | Yes |

Mr. Coggsdale advised prior to holding a public hearing on the FY2015 Budget and Capital Improvement Plan (CIP), Council is required to conduct a *"First Reading"* of the proposed budget. The FY2015 proposed budget covers the period of July 1, 2014 through June 30, 2015 and includes expenditures of \$6,429,050. It is projected that the Town will collect revenue in the amount of \$7,436,400, a surplus of \$917,350 which will be transferred to various reserves. The FY2015 budget is based on no increases to the tax rates. The water and sewer rates will see a five percent (5%) increase in FY2015, based on the proposed budget. The PPTRA resolution indicates that personal property relief is included in the budget; the actual percentage should be available from the Campbell County Commissioner of Revenue prior to the public hearing.

The FY2015 – 2019 Capital Improvement Plan (CIP) for the next five years totals \$4,187,900 in expenditures. The proposed items in the CIP for FY2015 total \$750,000 in expenditures with revenue coming from a variety of sources. The adoption of the budget and Capital Improvement Plan (CIP) only appropriates the funds for the first year (FY2015) of the Capital Improvement Plan, the remaining four years (FY2016 – 2019) are for informational and planning purposes only.

Mr. Coggsdale added following discussion by Council, staff will be seeking authorization to schedule a public hearing on the proposed Fiscal Year 2015 Budget and Fiscal Year 2015-2019 Capital Improvement Plan for Tuesday, May 13, 2014 at 7:00 p.m. It is anticipated that adoption of the budget will be considered at the June 10, 2014 Town Council meeting.

A motion was made by Mrs. Dalton, seconded by Mr. Edwards, to schedule a public hearing on the proposed Fiscal Year 2015 Budget and Fiscal Year 2015-2019 Capital Improvement Plan for Tuesday, May 13, 2014 at 7:00 p.m.

Motion carried:

|       |                      |     |
|-------|----------------------|-----|
| VOTE: | Mr. Michael Mattox   | Yes |
|       | Mrs. Beverley Dalton | Yes |

Regular Council Meeting—April 8, 2014

|                      |     |
|----------------------|-----|
| Mr. Charles Edwards  | Yes |
| Mr. Tracy Emerson    | Yes |
| Mr. Bill Ferguson    | Yes |
| Mr. Timothy George   | Yes |
| Mr. Jay Higginbotham | Yes |

c) 805 14<sup>th</sup> Street

Mr. John Eller, Town Attorney, addressed Council in regards to property at 805 14<sup>th</sup> Street which was last owned by Clinton and Jeanette Stepney who are deceased. Mr. Eller advised of the process for contacting the family members and demolition of the property as it is deemed as a blighted and potentially dangerous structure. He noted he has contacted Habitat for Humanity in regards to their interest in the site for a Habitat home; they expressed interest but never agreed to accept the property. He feels they were waiting for the owners to be determined.

Mr. Higginbotham questioned if the property has tax liens.

Mr. Eller answered affirmatively.

Mr. Higginbotham questioned Mr. Eller’s conversation with the power of Attorneys.

Mr. Eller responded the power of attorney that he spoke with indicated they would be willing to donate their mother’s share of 1/10 to Habitat for Humanity.

Mayor Mattox stated if he was a neighbor there, he would want the house removed and felt Council needed to move on this.

A motion was made by Mr. Emerson, seconded by Mr. Edwards, to tear the house down and to move forward with Mr. Eller’s recommendation.

Mr. Eller stated under Section 21-1, the Town is to notify the owners of a problem with the property and if they will not rectify the problem, then the Town can handle. Mr. Eller explained the process as notice letters are to be sent to the Power of Attorneys for the two living heirs and this notice will be published twice in the *Altavista Journal*. In the absence of objection, at the expiration of 30 days from the second publication in the newspaper, the house can be demolished.

Mr. Higginbotham suggested tearing the house down to the foundation and cleaning that for use by Habitat for Humanity.

Mayor Mattox suggested having the Town Attorney contact Mr. David Shreve to see if they are interested in the foundation or if it should be torn down.

Mr. Eller stated once staff has gotten to the point of actually demolishing the building, then to what degree can be determined.

Mayor Mattox stated if this becomes a safety hazard; a chance a child could fall into it, breeding mosquitoes etc, everything should be removed.

Motion carried:

|       |                      |     |
|-------|----------------------|-----|
| VOTE: | Mr. Michael Mattox   | Yes |
|       | Mrs. Beverley Dalton | Yes |
|       | Mr. Charles Edwards  | Yes |
|       | Mr. Tracy Emerson    | Yes |
|       | Mr. Bill Ferguson    | Yes |
|       | Mr. Timothy George   | Yes |
|       | Mr. Jay Higginbotham | Yes |



## Regular Council Meeting—April 8, 2014

### 10. Unfinished Business

#### a) Potential Work Session—WWTP PCB Remediation

Mayor Mattox asked if Council was interested in pursuing a PCB work session.

Mr. George asked who would come educate Council.

Mayor Mattox stated that would be Council's decision. This would be an opportunity to review the information received from Dr. Sowers and Dr. Licht and see if anyone would like to come down and present some ideas.

Mrs. Dalton suggested this item be forwarded to the Public Works Committee for review.

### 11. Manager's Report

#### a) Project Updates

##### **VDOT Enhancement Project and Downtown Utility Replacement Project and Pittsylvania Avenue Intersection Project**

- Paving of 7<sup>th</sup> Street should be completed by Friday, April 4, 2014
- Punch list items are being addressed.

##### **Bedford Avenue Waterline Replacement Project**

- Engineer met with new Public Works Director and Town Manager to review the project plans.
- Bid process estimated for May 2014

#### b) Other Items as Necessary

Mr. Coggsdale advised of a letter he received from Mr. Clifton Tweedy, Deputy County Administrator with Campbell County, in regards to the Water Tank located adjacent to Wal-Mart. He noted the Board of Supervisors voted to transfer the water storage tank to the Town of Altavista and provide up to \$40,000 towards maintenance or demolition cost if incurred within the next 18 months. Mr. Tweedy also noted the Board of Supervisors is scheduling a public hearing for their May 6<sup>th</sup>, 2014 meeting to declare the tank surplus.

Mayor Mattox felt obtaining possession of the water tank was a win win for both the Town and the County.

Mr. Edwards asked if possession of the water tank could curtail some of the overtime at the Water Department. He also asked that the feasibility of another water tank be looked at.

#### c) Informational Items

### 12. Matters from Town Council

Mayor Mattox asked staff to look at a large stump located at the entrance of Lakewood Subdivision and determine who it belongs to and the possibility of it being removed.

### 13. Closed Session

I move that the Altavista Town Council convene in closed session in accordance with the provisions set out in the *Code of Virginia*, 1950, as amended,

## Regular Council Meeting—April 8, 2014

Section 2.2-3711 (A)(1) Discussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body (Recreation Committee & BZA Appointment)

Section 2.2-3711 (A)(7) Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provisions of legal advice by such counsel.

A motion was made by Mrs. Dalton and seconded by Mr. Ferguson.

Motion carried:

|       |                      |     |
|-------|----------------------|-----|
| VOTE: | Mr. Michael Mattox   | Yes |
|       | Mrs. Beverley Dalton | Yes |
|       | Mr. Charles Edwards  | Yes |
|       | Mr. Tracy Emerson    | Yes |
|       | Mr. Bill Ferguson    | Yes |
|       | Mr. Timothy George   | Yes |
|       | Mr. Jay Higginbotham | Yes |

Council went into closed session at 8:30 P.M.

Notice was given that council was back in regular session 9:45 P.M.

### FOLLOWING CLOSED SESSION:

A motion was made by Mrs. Dalton, seconded by Mr. Ferguson to adopt the certification of a closed meeting.

### CERTIFICATION OF CLOSED MEETING

WHEREAS, the town council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the town council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the town council hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the town council.

Motion carried:

|       |                      |     |
|-------|----------------------|-----|
| VOTE: | Mr. Michael Mattox   | Yes |
|       | Mrs. Beverley Dalton | Yes |
|       | Mr. Charles Edwards  | Yes |
|       | Mr. Tracy Emerson    | Yes |
|       | Mr. Bill Ferguson    | Yes |
|       | Mr. Timothy George   | Yes |
|       | Mr. Jay Higginbotham | Yes |

A motion was made by Mr. Edwards, seconded by Mr. Emerson, to appoint Ms. Tanya Overbey to the Recreation Committee for a three year term, ending March 31, 2017.

Motion carried:

|       |                      |     |
|-------|----------------------|-----|
| VOTE: | Mr. Michael Mattox   | Yes |
|       | Mrs. Beverley Dalton | Yes |
|       | Mr. Charles Edwards  | Yes |
|       | Mr. Tracy Emerson    | Yes |
|       | Mr. Bill Ferguson    | Yes |

Regular Council Meeting—April 8, 2014

|                      |     |
|----------------------|-----|
| Mr. Timothy George   | Yes |
| Mr. Jay Higginbotham | Yes |

Mayor Mattox asked if there was anything else to bring before Council.

The meeting was adjourned at 9:47.

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Michael E. Mattox, Mayor

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J. Waverly Coggsdale, III, Clerk

Special Council Meeting—May 5, 2014

The special meeting of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street on May 5, 2014 at 4:30 p.m.

1. Mayor Mattox called the meeting to order and presided.

Council members  
present:

Mayor Michael Mattox  
Mr. Charles Edwards  
Mr. Tracy Emerson  
Mr. Timothy George  
Mr. Bill Ferguson  
Mr. Jay Higginbotham

Council members  
absent:

Mrs. Beverley Dalton

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager  
Mr. John Eller, Town Attorney  
Mr. David Garrett, Public Works Director  
Mrs. Mary Hall, Administration

2. Mayor Mattox asked if there were any questions regarding the agenda.

A motion was made by Mr. Ferguson, seconded by Mr. George, to approve the agenda.

Motion carried:

|       |                      |     |
|-------|----------------------|-----|
| VOTE: | Mr. Michael Mattox   | Yes |
|       | Mr. Charles Edwards  | Yes |
|       | Mr. Tracy Emerson    | Yes |
|       | Mr. Bill Ferguson    | Yes |
|       | Mr. Timothy George   | Yes |
|       | Mr. Jay Higginbotham | Yes |

3. Discussion on Issues Related to PCB Remediation

- a. Consideration of allocation of funds for purchase of additional trees (Plot #7)

Mayor Mattox advised the purpose of the special meeting is to consider allotting funds to purchase additional trees for Plot #7.

Mr. Higginbotham questioned how many trees would be needed stating the red clay needed to be reinforced. He determined 150 whips would be needed and reported there is scientific data that the red Mulberry Tree degrades PCBs suggesting that 25 red Mulberry trees be purchased as well. (This would be in an area where pretesting has been done to know the amount of PCBs before and after).

A motion was made by Mr. Higginbotham, seconded by Mr. Edwards to purchase 150 whips (5 to 7 feet tall) from Dr. Licht and 25 red Mulberry trees from a nursery for planting in Plot #7 in an amount not to exceed \$2,000.

Mr. Edwards noted it was important to determine the high concentration areas and plant the mulberry trees in these areas. He questioned when the testing would occur.

Mr. Coggsdale stated the grid is being created and testing will occur soon.

Mr. Edwards noted the grid does not tell where the concentrations are just the locations.

Special Council Meeting—May 5, 2014

Mr. Coggsdale stated once the samples are taken, it will be marked on the grid the location of where the samples came from.

Motion carried:

|       |                      |     |
|-------|----------------------|-----|
| VOTE: | Mr. Michael Mattox   | Yes |
|       | Mr. Charles Edwards  | Yes |
|       | Mr. Tracy Emerson    | Yes |
|       | Mr. Bill Ferguson    | Yes |
|       | Mr. Timothy George   | Yes |
|       | Mr. Jay Higginbotham | Yes |

b. Consideration of professional services related to PCB issues

Mayor Mattox referred to a concern of some of the Council members regarding the consideration of professional services related to the PCB issues. They feel a professional may be needed to help Council evaluate these issues. This motion would allow staff to investigate if this is possible and the cost related.

A motion was made by Mr. Ferguson, seconded by Mr. Emerson, to allow staff to investigate if it is possible for a professional to help Council evaluate the PCB issues and the cost related.

Mr. Higginbotham stated he was not sure what Council was trying to accomplish with this.

Mayor Mattox stated Council is trying to get a validation of how they are moving forward.

Mr. Higginbotham commented Council is relying on Dr. Licht currently for his expertise for phytoremediation, Dr. Sowers for microbial remediation thru patented sedimite, Mirimichi Green, and Dr. Booth: they are all scientific.

Mayor Mattox advised Mr. Coggsdale would be researching all the avenues.

Mr. Ferguson stated the ones mentioned have an agenda to make money; the person Council is seeking will be giving information on where the PCBs stand.

Mr. Edwards stated what has been charged at this point is minimal; these scientists are not interested in what they can make but are learning how they can advance their science to be used all over the country.

Mr. Coggsdale stated there may be one person who can sort through these test and help with the decision making.

Mayor Mattox stated this person should be able to evaluate the science that is presently being worked on and what other sciences may potentially work.

Motion carried:

|       |                      |     |
|-------|----------------------|-----|
| VOTE: | Mr. Michael Mattox   | Yes |
|       | Mr. Charles Edwards  | Yes |
|       | Mr. Tracy Emerson    | Yes |
|       | Mr. Bill Ferguson    | Yes |
|       | Mr. Timothy George   | Yes |
|       | Mr. Jay Higginbotham | Yes |

Mayor Mattox adjourned the meeting at 4:45 p.m.

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Michael E. Mattox, Mayor

Special Council Meeting—May 5, 2014

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J. Waverly Coggsdale, III, Clerk

ALL CHECKS REGISTER  
TOWN OF ALTAVISTA

ACCOUNTING PERIOD 10/2014  
FROM: 04/01/2014 TO: 04/30/2014

| CHECK<br>NO | VENDOR<br>NO | VENDOR<br>NAME                 | CHECK<br>DATE | CHECK<br>AMOUNT |
|-------------|--------------|--------------------------------|---------------|-----------------|
| 32109       | 93           | UNITED STATES POST OFFICE      | 04/01/2014    | 376.40          |
| 32110       | 6            | ALTAVISTA AREA YMCA            | 04/04/2014    | 25,000.00       |
| 32111       | 303          | ALTAVISTA CHAMBER OF COMMERCE  | 04/04/2014    | 5,000.00        |
| 32112       | 170          | ALTAVISTA ON TRACK             | 04/04/2014    | 8,750.00        |
| 32113       | 11           | AVOCA                          | 04/04/2014    | 11,575.00       |
| 32114       | 162          | BENNETT'S MECHANICAL COMPANY I | 04/04/2014    | 102.50          |
| 32115       | 4            | BOXLEY AGGREGATES              | 04/04/2014    | 626.03          |
| 32116       | 9999997      | BROWNSTONE PROPERTIES          | 04/04/2014    | 40.10           |
| 32117       | 427          | CENTURYLINK                    | 04/04/2014    | 2,248.66        |
| 32118       | 28           | COLUMBIA GAS                   | 04/04/2014    | 1,874.39        |
| 32119       | 32           | CONTROL EQUIPMENT CO INC       | 04/04/2014    | 11,404.20       |
| 32120       | 569          | DIAMOND PAPER CO INC           | 04/04/2014    | 1,104.77        |
| 32121       | 9999997      | EDWARDS, DUSTIN                | 04/04/2014    | 56.51           |
| 32122       | 301          | ENGLISH'S LLC                  | 04/04/2014    | 437.55          |
| 32123       | 71           | FAIRPOINT COMMUNICATIONS       | 04/04/2014    | 401.03          |
| 32124       | 122          | FEREBEE JOHNSON                | 04/04/2014    | 200.58          |
| 32125       | 119          | FOSTER ELECTRIC CO INC         | 04/04/2014    | 701.73          |
| 32126       | 50           | GRETNA TIRE INC                | 04/04/2014    | 251.00          |
| 32127       | 1            | ROBERT FOX                     | 04/04/2014    | 50.00           |
| 32128       | 566          | INTEGRATED TECHNOLOGY GROUP IN | 04/04/2014    | 110.00          |
| 32129       | 533          | LYNN KIRBY                     | 04/04/2014    | 195.00          |
| 32130       | 1            | LIME BLUFF CONSULTING          | 04/04/2014    | 250.00          |
| 32131       | 172          | LLOYD ELECTRIC COMPANY INC     | 04/04/2014    | 4,559.00        |
| 32132       | 218          | MINNESOTA LIFE                 | 04/04/2014    | 129.10          |
| 32133       | 300          | NAPA AUTO PARTS                | 04/04/2014    | 664.50          |
| 32134       | 72           | PHYSICIANS TREATMENT CENTER    | 04/04/2014    | 135.00          |
| 32135       | 9999997      | SAUNDERS, SHANNON L            | 04/04/2014    | 52.89           |
| 32136       | 80           | SOUTHSIDE ELECTRIC COOP        | 04/04/2014    | 995.62          |
| 32137       | 9999997      | STAPLES, ROBERT & SHIRLEY      | 04/04/2014    | 161.84          |
| 32138       | 253          | STEVE'S FLORIST INC            | 04/04/2014    | 42.00           |
| 32139       | 35           | TREASURER OF VA/VITA           | 04/04/2014    | 114.02          |
| 32140       | 306          | TYREE-LITTLE'S HEATING & COOLI | 04/04/2014    | 79.00           |
| 32141       | 92           | UNIFIRST CORP                  | 04/04/2014    | 1,000.58        |
| 32142       | 95           | UNITED WAY OF CENTRAL VA       | 04/04/2014    | 126.00          |
| 32143       | 96           | UNIVAR USA INC                 | 04/04/2014    | 4,620.00        |
| 32144       | 601          | VACORP                         | 04/04/2014    | 13.55           |
| 32145       | 1            | WKDE-FM                        | 04/04/2014    | 35.00           |
| 32146       | 116          | XEROX CORP                     | 04/04/2014    | 1,676.54        |
| 32147       | 128          | ADAMS CONSTRUCTION CO          | 04/11/2014    | 637.08          |
| 32148       | 84           | ALTAVISTA JOURNAL              | 04/11/2014    | 80.00           |
| 32149       | 103          | BEACON CREDIT UNION            | 04/11/2014    | 670.00          |
| 32150       | 4            | BOXLEY AGGREGATES              | 04/11/2014    | 1,496.65        |
| 32151       | 418          | BSW INC                        | 04/11/2014    | 1,212.75        |
| 32152       | 581          | BUSINESS SOLUTIONS INC         | 04/11/2014    | 500.00          |
| 32153       | 9999998      | CALLANDS, JACKIE K             | 04/11/2014    | 250.00          |
| 32154       | 16           | CAMPBELL COUNTY UTILITIES & SE | 04/11/2014    | 653.76          |
| 32155       | 9999997      | CENTURY 21 ALL SERVICE / KRIST | 04/11/2014    | 35.10           |
| 32156       | 164          | DMV                            | 04/11/2014    | 80.00           |
| 32157       | 36           | DOMINION VIRGINIA POWER        | 04/11/2014    | 40,611.42       |
| 32158       | 604          | E LUKE GREENE COMPANY INC      | 04/11/2014    | 1,788.00        |
| 32159       | 1            | ECS MID-ATLANTIC LLC           | 04/11/2014    | 450.00          |

|       |         |                                |            |            |
|-------|---------|--------------------------------|------------|------------|
| 32160 | 20      | J JOHNSON ELLER JR             | 04/11/2014 | 1,887.75   |
| 32161 | 118     | FERGUSON ENTERPRISES INC #75   | 04/11/2014 | 4,033.59   |
| 32162 | 41      | FISHER SCIENTIFIC              | 04/11/2014 | 2,269.04   |
| 32163 | 52      | HACH COMPANY                   | 04/11/2014 | 213.72     |
| 32164 | 57      | ICMA RETIREMENT TRUST-457 #304 | 04/11/2014 | 1,060.00   |
| 32165 | 59      | KAPPE ASSOCIATES INC           | 04/11/2014 | 1,155.25   |
| 32166 | 9999998 | Miracle Revival                | 04/11/2014 | 150.00     |
| 32167 | 454     | O'REILLY AUTOMOTIVE INC        | 04/11/2014 | 302.70     |
| 32168 | 9999997 | OZAN, JO ANNE                  | 04/11/2014 | 53.86      |
| 32169 | 510     | RIVER VALLEY RESOURCES LLC     | 04/11/2014 | 143.59     |
| 32170 | 183     | SAFETY SERVICE CENTER          | 04/11/2014 | 400.00     |
| 32171 | 458     | SAM'S ON THE MARKET INC        | 04/11/2014 | 49.99      |
| 32172 | 9999997 | SOUTHER, THOMAS                | 04/11/2014 | 33.03      |
| 32173 | 515     | DALE TYREE JR                  | 04/11/2014 | 860.00     |
| 32174 | 579     | UNIVERSITY OF MARYLAND BALTIMO | 04/11/2014 | 303.74     |
| 32175 | 271     | VIRGINIA CAROLINA PAVING & GRA | 04/11/2014 | 101,425.72 |
| 32176 | 110     | VUPS INC                       | 04/11/2014 | 38.85      |
| 32177 | 354     | WILEY & WILSON                 | 04/11/2014 | 3,561.00   |
| 32178 | 428     | WITT BUILDERS INC              | 04/11/2014 | 18,000.00  |
| 32179 | 1       | APPLE AUTO GLASS & MIRROR INC  | 04/17/2014 | 315.00     |
| 32180 | 330     | ATLANTIC UTILITY SOLUTIONS INC | 04/17/2014 | 300.00     |
| 32181 | 461     | KATHI BOGERT                   | 04/17/2014 | 862.68     |
| 32182 | 12      | BRENNTAG MID-SOUTH INC         | 04/17/2014 | 1,978.98   |
| 32183 | 1       | BUILDING BLOCKS OF VA INC      | 04/17/2014 | 50.00      |
| 32184 | 32      | CONTROL EQUIPMENT CO INC       | 04/17/2014 | 7,962.78   |
| 32185 | 40      | FEDERAL EXPRESS CORPORATION    | 04/17/2014 | 58.30      |
| 32186 | 52      | HACH COMPANY                   | 04/17/2014 | 667.40     |
| 32187 | 548     | MAX PLAY FIT LLC               | 04/17/2014 | 3,530.00   |
| 32188 | 67      | ORKIN PEST CONTROL LLC         | 04/17/2014 | 233.11     |
| 32189 | 124     | TREASURER OF VA                | 04/17/2014 | 2,209.55   |
| 32190 | 542     | WILLLOUGHBY & ASSOCIATES INC   | 04/17/2014 | 350.00     |
| 32191 | 9       | AFLAC                          | 04/25/2014 | 1,697.83   |
| 32192 | 84      | ALTAVISTA JOURNAL              | 04/25/2014 | 369.00     |
| 32193 | 578     | AMERITAS LIFE INSURANCE CORP   | 04/25/2014 | 2,500.48   |
| 32194 | 103     | BEACON CREDIT UNION            | 04/25/2014 | 670.00     |
| 32195 | 4       | BOXLEY AGGREGATES              | 04/25/2014 | 1,009.26   |
| 32196 | 294     | BUSINESS CARD                  | 04/25/2014 | 11,474.81  |
| 32197 | 580     | CHC OF VIRGINIA INC            | 04/25/2014 | 30,563.16  |
| 32198 | 1       | CHERYL DUDLEY                  | 04/25/2014 | 224.82     |
| 32199 | 574     | CHRISTOPHER MICALLE, TRUSTEE   | 04/25/2014 | 125.00     |
| 32200 | 9999997 | ENGLISH, LAURA                 | 04/25/2014 | 60.10      |
| 32201 | 57      | ICMA RETIREMENT TRUST-457 #304 | 04/25/2014 | 1,060.00   |
| 32202 | 58      | INSTRUMENTATION SERVICES INC   | 04/25/2014 | 708.00     |
| 32203 | 1       | LYNDIA GOODWIN                 | 04/25/2014 | 80.53      |
| 32204 | 423     | NTELOS                         | 04/25/2014 | 1,204.77   |
| 32205 | 72      | PHYSICIANS TREATMENT CENTER    | 04/25/2014 | 90.00      |
| 32206 | 588     | PITNEY BOWES GLOBAL FINANCIAL  | 04/25/2014 | 50.00      |
| 32207 | 450     | REGION 2000                    | 04/25/2014 | 99.00      |
| 32208 | 379     | REI CONSULTANTS INC            | 04/25/2014 | 862.89     |

NO. OF CHECKS: 100

TOTAL CHECKS

340,934.13



Town of Altavista  
FY 2014 Revenue Report  
83% of Year Lapsed

| <b>General Fund Revenue</b>                 | <b>FY 2014<br/>Adopted<br/><u>Budget</u></b> | <b>FY 2014<br/>Amended<br/><u>Budget</u></b> | <b>FY 2014<br/><u>MTD</u></b> | <b>MTD % of<br/><u>Budget</u></b> | <b>FY 2014<br/><u>YTD</u></b> | <b>YTD % of<br/><u>Budget</u></b> | <b>YTD<br/><u>Projections</u></b> |
|---|--|--|-------------------------------|-----------------------------------|-------------------------------|-----------------------------------|-----------------------------------|
| Property Taxes - Real Property              | 410,000                                      | 410,000                                      | 930                           | 0                                 | 417,982                       | 102                               | 418,000                           |
| Public Service - Real & Personal            | 62,000                                       | 62,000                                       | 0                             | 0                                 | 86,631                        | 140                               | 86,600                            |
| Personal Property                           | 195,000                                      | 195,000                                      | 1,371                         | 1                                 | 161,042                       | 83                                | 195,000                           |
| Personal Property - PPTRA                   | 100,000                                      | 100,000                                      | 0                             | 0                                 | 101,570                       | 102                               | 101,600                           |
| Machinery & Tools                           | 1,470,100                                    | 1,470,100                                    | 0                             | 0                                 | 1,518,419                     | 103                               | 1,518,400                         |
| Mobile Homes - Current                      | 500  | 500  | 0                             | 0                                 | 452                           | 90                                | 500                               |
| Penalties - All Taxes                       | 5,000  | 5,000  | 350                           | 7                                 | 6,593                         | 132                               | 6,600                             |
| Interest - All Taxes                        | 3,000  | 3,000  | 266                           | 9                                 | 2,901                         | 97                                | 3,000                             |
| Local Sales & Use Taxes                     | 125,000                                      | 125,000                                      | 10,931                        | 9                                 | 105,776                       | 85                                | 135,000                           |
| Local Electric and Gas Taxes                | 100,000                                      | 100,000                                      | 9,826                         | 10                                | 76,791                        | 77                                | 110,000                           |
| Local Motor Vehicle License Tax             | 43,000                                       | 43,000                                       | 1,117                         | 3                                 | 43,099                        | 100                               | 43,100                            |
| Local Bank Stock Taxes                      | 160,000                                      | 160,000                                      | 0                             | 0                                 | 1,465                         | 1                                 | 160,000                           |
| Local Hotel & Motel Taxes                   | 60,000                                       | 60,000                                       | 7,970                         | 13                                | 62,970                        | 105                               | 77,000                            |
| Local Meal Taxes                            | 620,000                                      | 620,000                                      | 59,654                        | 10                                | 481,051                       | 78                                | 645,000                           |
| Audit Revenue                               | 3,500  | 3,500  | 0                             | 0                                 | 0                             | 0                                 | 0                                 |
| Container Rental Fees                       | 1,000  | 1,000  | 0                             | 0                                 | 1,000                         | 100                               | 1,000                             |
| Communications Tax                          | 40,000                                       | 40,000                                       | 3,360                         | 8                                 | 27,123                        | 68                                | 40,000                            |
| Transit Passenger Revenue                   | 4,000  | 4,000  | 815                           | 20                                | 5,711                         | 143                               | 5,800                             |
| Business License Fees/Contractors           | 11,000                                       | 11,000                                       | 811                           | 7                                 | 6,485                         | 59                                | 7,000                             |
| Business License Fees/Retail Services       | 110,000                                      | 110,000                                      | 61,409                        | 56                                | 92,421                        | 84                                | 110,000                           |
| Business License Fees/Financial/RE/Prof.    | 8,500  | 8,500  | 3,974                         | 47                                | 5,702                         | 67                                | 8,500                             |
| Business License Fees/Repairs & Person Svcs | 16,500                                       | 16,500                                       | 3,334                         | 20                                | 14,574                        | 88                                | 16,500                            |
| Business License Fees/Wholesale Businesses  | 1,800  | 1,800  | 999                           | 56                                | 1,387                         | 77                                | 1,800                             |
| Business License Fees/Utilities             | 8,000  | 8,000  | 0                             | 0                                 | 7,914                         | 99                                | 8,000                             |

Town of Altavista  
FY 2014 Revenue Report  
83% of Year Lapsed

| <b>General Fund Revenue (Continued)</b>     | <b>FY 2014<br/>Adopted<br/>Budget</b> | <b>FY 2014<br/>Amended<br/>Budget</b> | <b>FY 2014<br/>MTD</b> | <b>MTD % of<br/>Budget</b> | <b>FY 2014<br/>YTD</b> | <b>YTD % of<br/>Budget</b> | <b>YTD<br/>Projections</b> |
|---|---------------------------------------|---------------------------------------|------------------------|----------------------------|------------------------|----------------------------|----------------------------|
| Business License Fees/Hotels                | 1,300                                 | 1,300                                 | 0                      | 0                          | 0                      | 0                          | 1,300                      |
| Permits - Sign                              | 1,000                                 | 1,000                                 | 80                     | 8                          | 820                    | 82                         | 1,000                      |
| Fines & Forfeitures - Court                 | 20,000                                | 20,000                                | 1,491                  | 7                          | 13,347                 | 67                         | 20,000                     |
| Parking Fines                               | 200                                   | 200                                   | 0                      | 0                          | 320                    | 160                        | 350                        |
| Interest and Interest Income                | 47,000                                | 47,000                                | 1,535                  | 3                          | 57,565                 | 122                        | 58,000                     |
| Rents - Rental of General Property          | 1,000                                 | 1,000                                 | 100                    | 10                         | 862                    | 86                         | 1,000                      |
| Rents - Pavilion Rentals                    | 2,000                                 | 2,000                                 | 657                    | 33                         | 2,182                  | 109                        | 3,000                      |
| Rents - Booker Building Rentals             | 4,000                                 | 4,000                                 | 200                    | 5                          | 2,900                  | 73                         | 4,000                      |
| Rents - Rental of Real Property             | 45,000                                | 45,000                                | 4,198                  | 9                          | 57,405                 | 128                        | 62,000                     |
| Property Maintenance Enforcement            | 1,300                                 | 1,300                                 | 1,669                  | 128                        | 2,668                  | 205                        | 2,700                      |
| Railroad Rolling Stock Taxes                | 18,000                                | 18,000                                | 0                      | 0                          | 19,060                 | 106                        | 19,000                     |
| State DCJS Grant                            | 75,000                                | 75,000                                | 0                      | 0                          | 60,111                 | 80                         | 80,000                     |
| State Rental Taxes                          | 1,100                                 | 1,100                                 | 37                     | 3                          | 226                    | 21                         | 500                        |
| State/Misc. Grants (Fire Grant)             | 9,100                                 | 9,100                                 | 0                      | 0                          | 9,000                  | 99                         | 9,100                      |
| State/VDOT Contract Services                | 3,000                                 | 3,000                                 | 6,303                  | 210                        | 6,765                  | 225                        | 6,800                      |
| VDOT Police Grant for Overtime              | 8,100                                 | 8,100                                 | 0                      | 0                          | 0                      | 0                          | 0                          |
| State Transit Revenue                       | 12,810                                | 12,810                                | 0                      | 0                          | 15,926                 | 124                        | 16,000                     |
| Campbell County Grants                      | 57,100                                | 57,100                                | 0                      | 0                          | 57,100                 | 100                        | 57,100                     |
| Litter Grant                                | 1,600                                 | 1,600                                 | 0                      | 0                          | 1,982                  | 124                        | 2,000                      |
| Fuel - Fire Dept. (Paid by CC)              | 3,700                                 | 3,700                                 | 0                      | 0                          | 2,073                  | 56                         | 4,100                      |
| VDOT TEA 21 Grant                           | 0                                     | 726,320                               | 253,085                | 35                         | 374,340                | 52                         | 726,320                    |
| VDOT LAP Funding                            | 0                                     | 751,758                               | 50,975                 | 7                          | 170,214                | 23                         | 751,760                    |
| Federal Transit Revenue                     | 78,300                                | 78,300                                | 2,265                  | 3                          | 28,261                 | 36                         | 78,300                     |
| Federal/Byrne Justice Grant                 | 4,000                                 | 4,000                                 | 0                      | 0                          | 4,538                  | 113                        | 4,500                      |
| Federal/Bullet Proof Vest Partnership Grant | 0                                     | 0                                     | 0                      | 0                          | 0                      | 0                          | 0                          |
| Misc. - Sale of Supplies & Materials        | 10,000                                | 10,000                                | 0                      | 0                          | 1,581                  | 16                         | 3,000                      |
| Misc. - Cash Discounts                      | 200                                   | 200                                   | 14                     | 7                          | 118                    | 59                         | 200                        |

Town of Altavista  
FY 2014 Revenue Report  
83% of Year Lapsed

| <b>General Fund Revenue (Continued)</b>        | <b>FY 2014<br/>Adopted<br/>Budget</b> | <b>FY 2014<br/>Amended<br/>Budget</b> | <b>FY 2014<br/>MTD</b> | <b>MTD % of<br/>Budget</b> | <b>FY 2014<br/>YTD</b>  | <b>YTD % of<br/>Budget</b> | <b>YTD<br/>Projections</b> |
|--|---------------------------------------|---------------------------------------|------------------------|----------------------------|-------------------------|----------------------------|----------------------------|
| Miscellaneous                                  | 13,000                                | 48,000                                | 1,572                  | 3                          | 62,786                  | 131                        | 62,000                     |
| Misc. - State Forfeiture Fund                  | 0                                     | 3,000                                 | 0                      | 0                          | 8,657                   | 0                          | 3,000                      |
| Misc. - Federal Forfeiture Fund                |                                       |                                       | 0                      |                            | 2,562                   |                            | 0                          |
| Transfer In from General Fund (C.I.P.)         | 0                                     | 23,007                                | 0                      | 0                          | 0                       | 0                          | 0                          |
| Transfer In from CIF                           | 0                                     | 0                                     | 0                      | 0                          | 0                       | 0                          | 0                          |
| Transfer In from General Fund Design. Reserves | 0                                     | 224,922                               | 0                      | 0                          | 0                       | 0                          | 127,960                    |
|  | <b><u>3,975,710</u></b>               | <b><u>5,739,717</u></b>               | <b><u>491,298</u></b>  | <b><u>8.56</u></b>         | <b><u>4,192,424</u></b> | <b><u>73.04</u></b>        | <b><u>5,803,390</u></b>    |

Town of Altavista  
Fund Expenditure Totals  
FY 2014  
83% of Year Lapsed

|   | <b>FY 2014<br/>Adopted<br/><u>Budget</u></b> | <b>FY 2014<br/>Amended<br/><u>Budget</u></b> | <b>FY 2014<br/><u>MTD</u></b> | <b>MTD % of<br/><u>Budget</u></b> | <b>FY 2014<br/><u>YTD</u></b> | <b>YTD % of<br/><u>Budget</u></b> | <b>YTD<br/><u>Projections</u></b> |
|---|--|--|-------------------------------|-----------------------------------|-------------------------------|-----------------------------------|-----------------------------------|
| <b>ALL FUNDS TOTAL</b>                            |  |  |                               |                                   |                               |                                   |                                   |
| Operations  | 5,667,080                                    | 5,982,387                                    | 429,500                       | 7                                 | 4,190,694                     | 70                                | 5,766,420                         |
| Debt Service                                      | 0  | 0  | 0                             | 0                                 | 0                             | 0                                 | 0                                 |
| CIP   | 686,400                                      | 3,354,150                                    | 130,563                       | 4                                 | 1,515,887                     | 45                                | 3,400,450                         |
| Transfer Out to General Fund Reserve              | 411,280                                      | 0  | 0                             | 0                                 | 0                             | 0                                 | 0                                 |
| Transfer Out to General Fund Reserve (Fire Dept.) | 65,000                                       | 65,000                                       | 0                             | 0                                 | 16,250                        | 25                                | 65,000                            |
| Transfer Out to Cemetery Reserve                  | 25,000                                       | 25,000                                       | 0                             | 0                                 | 0                             | 0                                 | 25,000                            |
| Transfer Out to Enterprise Fund Reserve           | <u>338,750</u>                               | <u>0</u>                                     | <u>0</u>                      | 0                                 | <u>0</u>                      | 0                                 | <u>0</u>                          |
| <b>ALL FUNDS - GRAND TOTAL:</b>                   | <u><u>7,193,510</u></u>                      | <u><u>9,426,537</u></u>                      | <u><u>560,063</u></u>         | <u><u>6</u></u>                   | <u><u>5,722,831</u></u>       | <u><u>61</u></u>                  | <u><u>9,256,870</u></u>           |

Town of Altavista  
Fund Expenditure Totals  
FY 2014  
83% of Year Lapsed

|  | <b>FY 2014<br/>Adopted<br/>Budget</b> | <b>FY 2014<br/>Amended<br/>Budget</b> | <b>FY 2014<br/>MTD</b> | <b>MTD % of<br/>Budget</b> | <b>FY 2014<br/>YTD</b> | <b>YTD % of<br/>Budget</b> | <b>YTD<br/>Projections</b> |
|--|---------------------------------------|---------------------------------------|------------------------|----------------------------|------------------------|----------------------------|----------------------------|
| <b>GENERAL FUND (FUND 10)</b>                  |                                       |                                       |                        |                            |                        |                            |                            |
| Council / Planning Commission                  |                                       |                                       |                        |                            |                        |                            |                            |
| Operations                                     | 33,530                                | 33,530                                | 1,749                  | 5                          | 21,751                 | 65                         | 33,930                     |
| Debt Service                                   | 0                                     | 0                                     | 0                      | 0                          | 0                      | 0                          | 0                          |
| CIP  | 0                                     | 0                                     | 0                      | 0                          | 0                      | 0                          | 0                          |
| Administration - TOTAL:                        | <u>33,530</u>                         | <u>33,530</u>                         | <u>1,749</u>           | <u>5</u>                   | <u>21,751</u>          | <u>65</u>                  | <u>33,930</u>              |
| Administration                                 |                                       |                                       |                        |                            |                        |                            |                            |
| Operations                                     | 709,900                               | 723,157                               | 37,750                 | 5                          | 577,687                | 80                         | 724,200                    |
| Debt Service                                   | 0                                     | 0                                     | 0                      | 0                          | 0                      | 0                          | 0                          |
| CIP  | <u>7,000</u>                          | <u>7,000</u>                          | <u>0</u>               | <u>0</u>                   | <u>0</u>               | <u>0</u>                   | <u>7,000</u>               |
| Administration - TOTAL:                        | <u>716,900</u>                        | <u>730,157</u>                        | <u>37,750</u>          | <u>5</u>                   | <u>577,687</u>         | <u>79</u>                  | <u>731,200</u>             |
| Non-Departmental                               |                                       |                                       |                        |                            |                        |                            |                            |
| Operations                                     | 865,580                               | 866,580                               | 51,290                 | 6                          | 307,944                | 36                         | 1,191,190                  |
| Transfer Out to Cemetery Fund                  | -31,200                               | -31,200                               | 0                      | 0                          | 0                      | 0                          | -32,870                    |
| Transfer Out to Enterprise Fund                | 0                                     | -412,280                              | 0                      | 0                          | 0                      | 0                          | -705,870                   |
| Transfer Out to General Fund Reserve           | -411,280                              | 0                                     | 0                      | 0                          | 0                      | 0                          | 0                          |
| Transfer Out to Gen. Fund Reserve (Fire Dept.) | <u>-65,000</u>                        | <u>-65,000</u>                        | <u>0</u>               | <u>0</u>                   | <u>-48,750</u>         | <u>75</u>                  | <u>-65,000</u>             |
| Operations w/o Transfers Out                   | <u>358,100</u>                        | <u>358,100</u>                        | <u>51,290</u>          | <u>14</u>                  | <u>259,194</u>         | <u>72</u>                  | <u>387,450</u>             |
| Debt Service                                   | 0                                     | 0                                     | 0                      | 0                          | 0                      | 0                          | 0                          |
| CIP  | <u>6,000</u>                          | <u>1,681,000</u>                      | <u>35,463</u>          | <u>2</u>                   | <u>710,792</u>         | <u>42</u>                  | <u>1,681,000</u>           |
| Non-Departmental - TOTAL:                      | <u>364,100</u>                        | <u>2,039,100</u>                      | <u>86,753</u>          | <u>4</u>                   | <u>969,986</u>         | <u>48</u>                  | <u>2,068,450</u>           |
| Public Safety                                  |                                       |                                       |                        |                            |                        |                            |                            |
| Operations                                     | 918,180                               | 921,180                               | 60,856                 | 7                          | 619,856                | 67                         | 788,950                    |
| Debt Service                                   | 0                                     | 0                                     | 0                      | 0                          | 0                      | 0                          | 0                          |
| CIP  | <u>48,500</u>                         | <u>58,250</u>                         | <u>0</u>               | <u>0</u>                   | <u>5,665</u>           | <u>10</u>                  | <u>26,250</u>              |
| Public Safety - TOTAL:                         | <u>966,680</u>                        | <u>979,430</u>                        | <u>60,856</u>          | <u>6</u>                   | <u>625,521</u>         | <u>64</u>                  | <u>815,200</u>             |

Town of Altavista  
Fund Expenditure Totals  
FY 2014  
83% of Year Lapsed

|                                    | <b>FY 2014<br/>Adopted<br/>Budget</b> | <b>FY 2014<br/>Amended<br/>Budget</b> | <b>FY 2014<br/>MTD</b> | <b>MTD % of<br/>Budget</b> | <b>FY 2014<br/>YTD</b> | <b>YTD % of<br/>Budget</b> | <b>YTD<br/>Projections</b> |
|------------------------------------|---------------------------------------|---------------------------------------|------------------------|----------------------------|------------------------|----------------------------|----------------------------|
| <b>GENERAL FUND (FUND 10)</b>      |                                       |                                       |                        |                            |                        |                            |                            |
| Public Works                       |                                       |                                       |                        |                            |                        |                            |                            |
| Operations                         | 954,400                               | 959,050                               | 67,476                 | 7                          | 630,268                | 66                         | 840,750                    |
| Debt Service                       | 0                                     | 0                                     | 0                      | 0                          | 0                      | 0                          | 0                          |
| CIP                                | <u>40,000</u>                         | <u>68,000</u>                         | <u>627</u>             | <u>1</u>                   | <u>68,383</u>          | <u>101</u>                 | <u>80,000</u>              |
| Public Works - TOTAL:              | <u>994,400</u>                        | <u>1,027,050</u>                      | <u>68,103</u>          | <u>7</u>                   | <u>698,651</u>         | <u>68</u>                  | <u>920,750</u>             |
| Economic Development               |                                       |                                       |                        |                            |                        |                            |                            |
| Operations                         | 133,320                               | 168,320                               | 7,116                  | 4                          | 90,680                 | 54                         | 168,320                    |
| CIP                                | <u>129,400</u>                        | <u>129,400</u>                        | <u>0</u>               | <u>0</u>                   | <u>244,124</u>         | <u>0</u>                   | <u>129,400</u>             |
| Economic Development - TOTAL:      | <u>262,720</u>                        | <u>297,720</u>                        | <u>7,116</u>           | <u>2</u>                   | <u>115,092</u>         | <u>39</u>                  | <u>297,720</u>             |
| Transit System                     |                                       |                                       |                        |                            |                        |                            |                            |
| Operations                         | 85,400                                | 85,400                                | 7,488                  | 9                          | 66,714                 | 78                         | 86,600                     |
| Debt Service                       | 0                                     | 0                                     | 0                      | 0                          | 0                      | 0                          | 0                          |
| CIP                                | <u>44,500</u>                         | <u>44,500</u>                         | <u>20,238</u>          | <u>45</u>                  | <u>45,852</u>          | <u>103</u>                 | <u>45,800</u>              |
| Transit System - TOTAL:            | <u>129,900</u>                        | <u>129,900</u>                        | <u>27,726</u>          | <u>21</u>                  | <u>112,566</u>         | <u>87</u>                  | <u>132,400</u>             |
| <b>GENERAL FUND TOTALS</b>         |                                       |                                       |                        |                            |                        |                            |                            |
| Operations                         | 3,192,830                             | 3,248,737                             | 233,726                | 7                          | 2,266,150              | 70                         | 3,030,200                  |
| Debt Service                       | 0                                     | 0                                     | 0                      | 0                          | 0                      | 0                          | 0                          |
| CIP                                | <u>275,400</u>                        | <u>1,988,150</u>                      | <u>56,328</u>          | <u>3</u>                   | <u>855,104</u>         | <u>43</u>                  | <u>1,969,450</u>           |
| <b>GENERAL FUND - GRAND TOTAL:</b> | <u>3,468,230</u>                      | <u>5,236,887</u>                      | <u>290,054</u>         | <u>6</u>                   | <u>3,121,254</u>       | <u>60</u>                  | <u>4,999,650</u>           |

Town of Altavista  
Council / Planning Commission  
FY 2014 Expenditure Report  
83% of year Lapsed

| <b><u>COUNCIL / PLANNING COMMISSION - FUND 10</u></b> | <b><u>FY 2014<br/>Adopted<br/>Budget</u></b> | <b><u>FY 2014<br/>Amended<br/>Budget</u></b> | <b><u>FY 2014<br/>MTD</u></b> | <b><u>MTD % of<br/>Budget</u></b> | <b><u>FY 2014<br/>YTD</u></b> | <b><u>YTD % of<br/>Budget</u></b> | <b><u>YTD<br/>Projections</u></b> |
|---|--|--|-------------------------------|-----------------------------------|-------------------------------|-----------------------------------|-----------------------------------|
| Wages & Benefits                                      | 21,000                                       | 21,000                                       | 1,749                         | 8                                 | 17,494                        | 83                                | 21,000                            |
| Other Employee Benefits                               |  |  | 0                             | 0                                 | 0                             | 0                                 |                                   |
| Services  | 8,000  | 8,000  | 0                             | 0                                 | 514                           | 6                                 | 8,000                             |
| Other Charges   | 4,530  | 4,530  | 0                             | 0                                 | 3,744                         | 83                                | 4,930                             |
| Materials & Supplies                                  | 0  | 0  | 0                             | 0                                 | 0                             | 0                                 | 0                                 |
| Capital Outlay  | 0  | 0  | 0                             | 0                                 | 0                             | 0                                 | 0                                 |
| <b>Total Expenditures</b>                             | <b>33,530</b>                                | <b>33,530</b>                                | <b>1,749</b>                  | <b>5</b>                          | <b>21,751</b>                 | <b>65</b>                         | <b>33,930</b>                     |

Town of Altavista  
Administration  
FY 2014 Expenditure Report  
83% of year Lapsed

| <b><u>ADMINISTRATION - FUND 10</u></b> | <b>FY 2014<br/>Adopted<br/>Budget</b> | <b>FY 2014<br/>Amended<br/>Budget</b> | <b>FY 2014<br/>MTD</b> | <b>MTD % of<br/>Budget</b> | <b>FY 2014<br/>YTD</b> | <b>YTD % of<br/>Budget</b> | <b>YTD<br/>Projections</b> |
|--|---------------------------------------|---------------------------------------|------------------------|----------------------------|------------------------|----------------------------|----------------------------|
| Wages & Benefits                       | 399,600                               | 399,600                               | 26,376                 | 7                          | 317,719                | 80                         | 399,600                    |
| Other Employee Benefits                | 18,000                                | 18,000                                | 0                      | 0                          | 10,029                 | 56                         | 18,000                     |
| Services                               | 145,300                               | 145,300                               | 4,456                  | 3                          | 121,422                | 84                         | 147,300                    |
| Other Charges                          | 119,900                               | 133,157                               | 5,335                  | 4                          | 108,734                | 82                         | 132,200                    |
| Materials & Supplies                   | 27,100                                | 27,100                                | 1,584                  | 6                          | 19,783                 | 73                         | 27,100                     |
| Capital Outlay                         | 7,000                                 | 7,000                                 | 0                      | 0                          | 0                      | 0                          | 7,000                      |
| <b>Total Expenditures</b>              | <b>716,900</b>                        | <b>730,157</b>                        | <b>37,750</b>          | <b>5</b>                   | <b>577,687</b>         | <b>79</b>                  | <b>731,200</b>             |



Town of Altavista  
Non-Departmental  
FY 2014 Expenditure Report  
83% of Year Lapsed

| <b><u>NON-DEPARTMENTAL - FUND 10</u></b>     | <b><u>FY 2014<br/>Adopted<br/>Budget</u></b> | <b><u>FY 2014<br/>Amended<br/>Budget</u></b> | <b><u>FY 2014<br/>MTD</u></b> | <b><u>MTD % of<br/>Budget</u></b> | <b><u>FY 2014<br/>YTD</u></b> | <b><u>YTD % of<br/>Budget</u></b> | <b><u>YTD<br/>Projections</u></b> |
|--|--|--|-------------------------------|-----------------------------------|-------------------------------|-----------------------------------|-----------------------------------|
| <b>CONTRIBUTIONS - OTHER CHARGES</b>         |  |  |                               |                                   |                               |                                   |                                   |
| Other Charges - Misc.                        | 48,600                                       | 48,600                                       | 5,000                         | 10                                | 53,913                        | 111                               | 76,550                            |
| <i>Campbell County Treasurer</i>             |  |  | 0                             | 0                                 | 30,845                        | 0                                 | 30,850                            |
| <i>USDA Assistance</i>                       | 0  | 0  | 0                             | 0                                 | 210                           | 0                                 | 0                                 |
| <i>NABF Youth Baseball Tournament</i>        | 0  | 0  | 0                             | 0                                 | 0                             | 0                                 | 0                                 |
| <i>Property Maintenance Enforcement</i>      | 5,000  | 5,000  | 0                             | 0                                 | 0                             | 0                                 | 2,500                             |
| <i>Business Development Center</i>           | 2,500  | 2,500  | 0                             | 0                                 | 2,500                         | 100                               | 2,500                             |
| <i>Altavista Chamber of Commerce</i>         | 20,000                                       | 20,000                                       | 5,000                         | 25                                | 20,000                        | 100                               | 20,000                            |
| <i>Dumpster Reimbursement</i>                | 600  | 600  | 0                             | 0                                 | 0                             | 0                                 | 300                               |
| <i>Uncle Billy's Day Funding</i>             | 20,000                                       | 20,000                                       | 0                             | 0                                 | 0                             | 0                                 | 20,000                            |
| <i>Christmas Parade Liability Insurance</i>  | 500  | 500  | 0                             | 0                                 | 358                           | 72                                | 400                               |
| Contribution - Altavista EMS                 | 11,100                                       | 11,100                                       | 0                             | 0                                 | 0                             | 0                                 | 11,100                            |
| Contribution - Senior Center                 | 1,000  | 1,000  | 0                             | 0                                 | 0                             | 0                                 | 1,000                             |
| Economic Development Incentives              | 52,000                                       | 52,000                                       | 0                             | 0                                 | 10,000                        | 19                                | 52,000                            |
| Contribution - YMCA Recreation Program       | 100,000                                      | 100,000                                      | 25,000                        | 25                                | 100,000                       | 100                               | 100,000                           |
| Contribution - Altavista Fire Co.            | 9,100  | 9,100  | 0                             | 0                                 | 10,539                        | 116                               | 10,500                            |
| Contribution - Avoca                         | 16,900                                       | 16,900                                       | 4,225                         | 25                                | 16,900                        | 100                               | 16,900                            |
| Contribution - Altavista On Track (MS)       | 85,000                                       | 85,000                                       | 8,750                         | 10                                | 35,000                        | 41                                | 85,000                            |
| <b>CONTRIBUTIONS - OTHER CHARGES - TOTAL</b> | <b>323,700</b>                               | <b>323,700</b>                               | <b>42,975</b>                 | <b>13</b>                         | <b>226,352</b>                | <b>70</b>                         | <b>353,050</b>                    |
| <b>NON-DEPARTMENTAL - Non-Departmental</b>   |  |  |                               |                                   |                               |                                   |                                   |
| Fuel - Fire Company                          | 5,000  | 5,000  | 965                           | 19                                | 3,376                         | 68                                | 5,000                             |
| <b>NON-DEPARTMENT - ND - TOTAL</b>           | <b>5,000</b>                                 | <b>5,000</b>                                 | <b>965</b>                    | <b>19</b>                         | <b>3,376</b>                  | <b>68</b>                         | <b>5,000</b>                      |
| <b>NON-DEPARTMENTAL - SUBTOTAL</b>           | <b>328,700</b>                               | <b>328,700</b>                               | <b>43,940</b>                 | <b>13</b>                         | <b>229,727</b>                | <b>70</b>                         | <b>358,050</b>                    |
| <b>TRANSFER OUT</b>                          |  |  |                               |                                   |                               |                                   |                                   |
| Transfer Out - Cemetery Fund                 | 31,200                                       | 31,200                                       | 0                             | 0                                 | 0                             | 0                                 | 32,870                            |
| Transfer Out - Enterprise Fund               | 0  | 412,280                                      | 0                             | 0                                 | 0                             | 0                                 | 705,870                           |

Town of Altavista  
Non-Departmental  
FY 2014 Expenditure Report  
83% of Year Lapsed

|   | <b>FY 2014<br/>Adopted<br/>Budget</b> | <b>FY 2014<br/>Amended<br/>Budget</b> | <b>FY 2014<br/>MTD</b> | <b>MTD % of<br/>Budget</b> | <b>FY 2014<br/>YTD</b> | <b>YTD % of<br/>Budget</b> | <b>YTD<br/>Projections</b> |
|---|---------------------------------------|---------------------------------------|------------------------|----------------------------|------------------------|----------------------------|----------------------------|
| <b><u>NON-DEPARTMENTAL - FUND 10</u></b>                |                                       |                                       |                        |                            |                        |                            |                            |
| Transfer Out - Library Fund                             | 0                                     | 0                                     | 0                      | 0                          | 0                      | 0                          | 0                          |
| Transfer Out - General Fund Reserve                     | 411,280                               | 0                                     | 0                      | 0                          | 0                      | 0                          | 0                          |
| Transfer Out - CIF                                      | 0                                     | 0                                     | 0                      | 0                          | 0                      | 0                          | 0                          |
| Transfer Out - General Fund Reserve (Fire Dept.)        | 65,000                                | 65,000                                | 0                      | 0                          | 48,750                 | 75                         | 65,000                     |
| <b>TRANSFER OUT - TOTAL</b>                             | <b>507,480</b>                        | <b>508,480</b>                        | <b>0</b>               | <b>0</b>                   | <b>48,750</b>          | <b>10</b>                  | <b>803,740</b>             |
| <b>DEBT SERVICE</b>                                     |                                       |                                       |                        |                            |                        |                            |                            |
| Debt Service - Principal                                | 0                                     | 0                                     | 0                      | 0                          | 0                      | 0                          | 0                          |
| Debt Service - Interest                                 | 0                                     | 0                                     | 0                      | 0                          | 0                      | 0                          | 0                          |
| <b>DEBT SERVICE - TOTAL</b>                             | <b>0</b>                              | <b>0</b>                              | <b>0</b>               | <b>0</b>                   | <b>0</b>               | <b>0</b>                   | <b>0</b>                   |
| <b>MATERIALS &amp; SUPPLIES - Non. Dept.</b>            |                                       |                                       |                        |                            |                        |                            |                            |
| Avoca Materials & Supplies                              | 29,400                                | 29,400                                | 7,350                  | 25                         | 29,466                 | 100                        | 29,400                     |
| <b>MATERIALS &amp; SUPPLIES - TOTAL</b>                 | <b>29,400</b>                         | <b>29,400</b>                         | <b>7,350</b>           | <b>25</b>                  | <b>29,466</b>          | <b>100</b>                 | <b>29,400</b>              |
| <b>NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL</b>       | <b>865,580</b>                        | <b>866,580</b>                        | <b>51,290</b>          | <b>6</b>                   | <b>307,944</b>         | <b>36</b>                  | <b>1,191,190</b>           |
| <b>CAPITAL OUTLAY - Non-Departmental</b>                |                                       |                                       |                        |                            |                        |                            |                            |
| Capital Outlay - New                                    | 0                                     | 0                                     | 0                      | 0                          | 0                      | 0                          | 0                          |
| Replacement Improvements (T-21 / Streetscape)           | 0                                     | 907,900                               | 34,556                 | 4                          | 525,076                | 58                         | 907,900                    |
| Replacement Other than Buildings (Avoca)                | 6,000                                 | 6,000                                 | 0                      | 0                          | 3,982                  | 66                         | 6,000                      |
| Replacement Other than Buildings (VDOT LAP)             | 0                                     | 767,100                               | 907                    | 0                          | 181,734                | 24                         | 767,100                    |
| <b>CAPITAL OUTLAY -TOTAL</b>                            | <b>6,000</b>                          | <b>1,681,000</b>                      | <b>35,463</b>          | <b>2</b>                   | <b>710,792</b>         | <b>42</b>                  | <b>1,681,000</b>           |
| <b>NON-DEPARTMENTAL TOTAL - INCLUDING CAPITAL</b>       | <b>871,580</b>                        | <b>2,547,580</b>                      | <b>86,753</b>          | <b>3</b>                   | <b>1,018,736</b>       | <b>40</b>                  | <b>2,872,190</b>           |
| <b>NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT</b> | <b>364,100</b>                        | <b>2,039,100</b>                      | <b>86,753</b>          | <b>4</b>                   | <b>969,986</b>         | <b>48</b>                  | <b>2,068,450</b>           |

Town of Altavista  
Public Safety  
FY 2014 Expenditure Report  
83% of Year Lapsed

| <b><u>PUBLIC SAFETY - FUND 10</u></b> | <b><u>FY 2014<br/>Adopted<br/>Budget</u></b> | <b><u>FY 2014<br/>Amended<br/>Budget</u></b> | <b><u>FY 2014<br/>MTD</u></b> | <b><u>MTD % of<br/>Budget</u></b> | <b><u>FY 2014<br/>YTD</u></b> | <b><u>YTD % of<br/>Budget</u></b> | <b><u>YTD<br/>Projections</u></b> |
|---------------------------------------|--|--|-------------------------------|-----------------------------------|-------------------------------|-----------------------------------|-----------------------------------|
| Wages & Benefits                      | 785,680                                      | 785,680                                      | 50,575                        | 6                                 | 532,859                       | 68                                | 656,200                           |
| Other Employee Benefits               | 0  | 0  | 0                             | 0                                 | 0                             | 0                                 | 0                                 |
| Services                              | 5,900  | 5,900  | 0                             | 0                                 | 3,345                         | 57                                | 5,900                             |
| Other Charges                         | 40,300                                       | 40,300                                       | 3,043                         | 8                                 | 28,514                        | 71                                | 37,550                            |
| Materials & Supplies                  | 86,300                                       | 89,300                                       | 7,238                         | 8                                 | 55,138                        | 62                                | 89,300                            |
| Capital Outlay                        | 48,500                                       | 58,250                                       | 0                             | 0                                 | 5,665                         | 10                                | 26,250                            |
| <b>Total Expenditures</b>             | <b>966,680</b>                               | <b>979,430</b>                               | <b>60,856</b>                 | <b>6</b>                          | <b>625,521</b>                | <b>64</b>                         | <b>815,200</b>                    |

Town of Altavista  
Public Works  
FY 2014 Expenditure Report  
83% of Year Lapsed

| <b>PUBLIC WORKS - FUND 10</b> | <b>FY 2014<br/>Adopted<br/>Budget</b> | <b>FY 2014<br/>Amended<br/>Budget</b> | <b>FY 2014<br/>MTD</b> | <b>MTD % of<br/>Budget</b> | <b>FY 2014<br/>YTD</b> | <b>YTD % of<br/>Budget</b> | <b>YTD<br/>Projections</b> |
|-------------------------------|---------------------------------------|---------------------------------------|------------------------|----------------------------|------------------------|----------------------------|----------------------------|
| Wages & Benefits              | 673,300                               | 673,300                               | 37,344                 | 6                          | 435,939                | 65                         | 555,000                    |
| Other Employee Benefits       | 0                                     | 0                                     | 0                      | 0                          | 0                      | 0                          | 0                          |
| Services                      | 8,500                                 | 8,500                                 | 171                    | 2                          | 5,156                  | 61                         | 8,500                      |
| Other Charges                 | 25,600                                | 25,600                                | 1,786                  | 7                          | 18,674                 | 73                         | 25,600                     |
| Materials & Supplies          | 247,000                               | 251,650                               | 28,175                 | 11                         | 170,499                | 68                         | 251,650                    |
| Debt Service                  | 0                                     | 0                                     | 0                      | 0                          | 0                      | 0                          | 0                          |
| Capital Outlay                | 40,000                                | 68,000                                | 627                    | 1                          | 68,383                 | 101                        | 80,000                     |
| <b>Total Expenditures</b>     | <b>994,400</b>                        | <b>1,027,050</b>                      | <b>68,103</b>          | <b>7</b>                   | <b>698,651</b>         | <b>68</b>                  | <b>920,750</b>             |

Town of Altavista  
Economic Development  
FY 2014 Expenditure Report  
83% of Year Lapsed

| <b><u>ECONOMIC DEVELOPMENT - FUND 10</u></b> | <b><u>FY 2014<br/>Adopted<br/>Budget</u></b> | <b><u>FY 2014<br/>Amended<br/>Budget</u></b> | <b><u>FY 2014<br/>MTD</u></b> | <b><u>MTD % of<br/>Budget</u></b> | <b><u>FY 2014<br/>YTD</u></b> | <b><u>YTD % of<br/>Budget</u></b> | <b><u>YTD<br/>Projections</u></b> |
|--|--|--|-------------------------------|-----------------------------------|-------------------------------|-----------------------------------|-----------------------------------|
| Wages & Benefits                             | 77,800                                       | 77,800                                       | 6,025                         | 8                                 | 62,923                        | 81                                | 77,800                            |
| Other Employee Benefits                      | 0  | 0  | 0                             | 0                                 | 0                             | 0                                 | 0                                 |
| Services                                     | 14,700                                       | 49,700                                       | 0                             | 0                                 | 15,264                        | 31                                | 49,700                            |
| Other Charges                                | 35,320                                       | 35,320                                       | 1,091                         | 3                                 | 12,253                        | 35                                | 35,320                            |
| Materials & Supplies                         | 5,500  | 5,500  | 0                             | 0                                 | 240                           | 4                                 | 5,500                             |
| Capital Outlay                               | 129,400                                      | 129,400                                      | 0                             | 0                                 | 24,412                        | 19                                | 129,400                           |
| <b>Total Expenditures</b>                    | <b>262,720</b>                               | <b>297,720</b>                               | <b>7,116</b>                  | <b>2</b>                          | <b>115,092</b>                | <b>39</b>                         | <b>297,720</b>                    |

Town of Altavista  
Transit System  
FY 2014 Expenditure Repost  
83% of Year Lapsed

| <b><u>TRANSIT SYSTEM - FUND 10</u></b> | <b><u>FY 2014<br/>Adopted<br/>Budget</u></b> | <b><u>FY 2014<br/>Amended<br/>Budget</u></b> | <b><u>FY 2014<br/>MTD</u></b> | <b><u>MTD % of<br/>Budget</u></b> | <b><u>FY 2014<br/>YTD</u></b> | <b><u>YTD % of<br/>Budget</u></b> | <b><u>YTD<br/>Projections</u></b> |
|--|--|--|-------------------------------|-----------------------------------|-------------------------------|-----------------------------------|-----------------------------------|
| Wages & Benefits                       | 57,700                                       | 57,700                                       | 4,332                         | 8                                 | 45,924                        | 80                                | 57,700                            |
| Services                               | 3,500  | 3,500  | 45                            | 1                                 | 378                           | 11                                | 3,300                             |
| Other Charges                          | 4,000  | 4,000  | 141                           | 4                                 | 2,743                         | 69                                | 4,000                             |
| Materials & Supplies                   | 20,200                                       | 20,200                                       | 2,969                         | 15                                | 17,669                        | 87                                | 21,600                            |
| Capital Outlay                         | 44,500                                       | 44,500                                       | 20,238                        | 45                                | 45,852                        | 103                               | 45,800                            |
| <b>Total Expenditures</b>              | <b>129,900</b>                               | <b>129,900</b>                               | <b>27,726</b>                 | <b>21</b>                         | <b>112,566</b>                | <b>87</b>                         | <b>132,400</b>                    |

Town of Altavista  
FY 2014 Revenue Report  
83% of Year Lapsed

| Enterprise Fund Revenue                       | FY 2014<br>Adopted<br>Budget | FY 2014<br>Amended<br>Budget | FY 2014<br>MTD        | MTD % of<br>Budget | FY 2014<br>YTD          | YTD % of<br>Budget | YTD<br>Projections      |
|---|------------------------------|------------------------------|-----------------------|--------------------|-------------------------|--------------------|-------------------------|
| Interest/Interest Income                      | 4,000                        | 4,000                        | 200                   | 5                  | 2,024                   | 51                 | 2,200                   |
| Water Charges - Industrial                    | 825,400                      | 825,400                      | 58,031                | 7                  | 627,839                 | 76                 | 825,400                 |
| Water Charges - Business/Residential          | 229,700                      | 229,700                      | 9,676                 | 4                  | 198,175                 | 86                 | 229,700                 |
| Water Charges - Outside Community             | 147,700                      | 147,700                      | 7,484                 | 5                  | 101,524                 | 69                 | 147,700                 |
| Water Charges - Water Connection Fees         | 1,200                        | 1,200                        | 0                     | 0                  | 2,903                   | 242                | 2,900                   |
| Sewer Charges - Industrial                    | 1,100,000                    | 1,100,000                    | 98,268                | 9                  | 866,429                 | 79                 | 1,100,000               |
| Sewer Charges - Business/Residential          | 229,200                      | 229,200                      | 11,812                | 5                  | 199,031                 | 87                 | 229,200                 |
| Sewer Charges - Outside Community             | 1,900                        | 1,900                        | 0                     | 0                  | 1,391                   | 73                 | 1,900                   |
| Sewer Charges - Sewer Connection Fees         | 4,000                        | 4,000                        | 500                   | 13                 | 3,100                   | 78                 | 4,000                   |
| Sewer Charges - Sewer Surcharges              | 45,000                       | 45,000                       | 6,699                 | 15                 | 52,821                  | 117                | 53,000                  |
| Charges for Service - Water/Sewer Penalties   | 3,500                        | 3,500                        | 1,329                 | 38                 | 4,742                   | 135                | 4,700                   |
| Misc. Cash Discounts                          | 200                          | 200                          | 0                     | 0                  | 16                      | 8                  | 200                     |
| Misc. Sale of Supplies & Materials            | 1,000                        | 1,000                        | 0                     | 0                  | 319                     | 32                 | 500                     |
| Miscellaneous                                 | 30,000                       | 30,000                       | 1,525                 | 5                  | 30,681                  | 102                | 31,000                  |
| State Fluoride Grant                          | 0                            | 0                            | 0                     | 0                  | 0                       | 0                  | 0                       |
| Transfer In from Fund 50 (CIP Designated Res) | 0                            | 237,870                      | 0                     | 0                  | 0                       | 0                  | 0                       |
| Transfer In from Reserves (DEBT PAYOFF)       | 0                            | 0                            | 0                     | 0                  | 0                       | 0                  | 0                       |
| Transfer in From General Fund                 | 0                            | 412,280                      | 0                     | 0                  | 0                       | 0                  | 705,870                 |
| <b>ENTERPRISE FUND - REVENUE:</b>             | <b><u>2,622,800</u></b>      | <b><u>3,272,950</u></b>      | <b><u>195,523</u></b> | <b><u>6</u></b>    | <b><u>2,090,995</u></b> | <b><u>64</u></b>   | <b><u>3,338,270</u></b> |

Town of Altavista  
Fund Expenditure Totals  
FY 2014  
83% of Year Lapsed

|                                       | <b>FY 2014<br/>Adopted<br/><u>Budget</u></b> | <b>FY 2014<br/>Amended<br/><u>Budget</u></b> | <b>FY 2014<br/><u>MTD</u></b> | <b>MTD % of<br/><u>Budget</u></b> | <b>FY 2014<br/><u>YTD</u></b> | <b>YTD % of<br/><u>Budget</u></b> | <b>YTD<br/><u>Projections</u></b> |
|---------------------------------------|--|--|-------------------------------|-----------------------------------|-------------------------------|-----------------------------------|-----------------------------------|
| <b>ENTERPRISE FUND (FUND 50)</b>      |  |  |                               |                                   |                               |                                   |                                   |
| Water Department                      |  |  |                               |                                   |                               |                                   |                                   |
| Operations                            | 885,900                                      | 890,900                                      | 64,134                        | 7                                 | 686,256                       | 77                                | 889,910                           |
| Debt Service                          | 0  | 0  | 0                             | 0                                 | 0                             | 0                                 | 0                                 |
| CIP                                   | 135,000                                      | 466,200                                      | 4,515                         | 1                                 | 358,339                       | 77                                | 531,200                           |
| Transfer Out                          | <u>169,375</u>                               | <u>0</u>                                     | <u>0</u>                      | <u>0</u>                          | <u>0</u>                      | <u>0</u>                          | <u>0</u>                          |
| Water Department - TOTAL:             | <u>1,190,275</u>                             | <u>1,357,100</u>                             | <u>68,648</u>                 | <u>5</u>                          | <u>1,044,595</u>              | <u>77</u>                         | <u>1,421,110</u>                  |
| Wastewater Department                 |  |  |                               |                                   |                               |                                   |                                   |
| Operations                            | 1,137,150                                    | 1,166,050                                    | 105,691                       | 9                                 | 857,644                       | 74                                | 1,167,360                         |
| Debt Service                          | 0  | 0  | 0                             | 0                                 | 0                             | 0                                 | 0                                 |
| CIP                                   | 126,000                                      | 749,800                                      | 69,720                        | 9                                 | 302,443                       | <u>40</u>                         | 749,800                           |
| Transfer Out                          | <u>169,375</u>                               | <u>0</u>                                     | <u>0</u>                      |                                   | <u>0</u>                      |                                   | <u>0</u>                          |
| Wastewater Department - TOTAL:        | <u>1,432,525</u>                             | <u>1,915,850</u>                             | <u>175,412</u>                | <u>9</u>                          | <u>1,160,087</u>              | <u>61</u>                         | <u>1,917,160</u>                  |
| ENTERPRISE FUND TOTAL                 |  |  |                               |                                   |                               |                                   |                                   |
| Operations                            | 2,023,050                                    | 2,056,950                                    | 169,825                       | 8                                 | 1,543,899                     | 75                                | 2,057,270                         |
| Debt Service                          | 0  | 0  | 0                             | 0                                 | 0                             | 0                                 | 0                                 |
| CIP                                   | <u>261,000</u>                               | <u>1,216,000</u>                             | <u>74,235</u>                 | <u>6</u>                          | <u>660,783</u>                | <u>54</u>                         | 1,281,000                         |
| Transfer Out                          | <u>338,750</u>                               | <u>0</u>                                     |                               |                                   |                               |                                   | <u>0</u>                          |
| <b>ENTERPRISE FUND - GRAND TOTAL:</b> | <u>2,622,800</u>                             | <u>3,272,950</u>                             | <u>244,060</u>                | <u>7</u>                          | <u>2,204,682</u>              | <u>67</u>                         | <u>3,338,270</u>                  |



Town of Altavista  
Water Department  
FY 2014 Expenditure Report  
83% of Year Lapsed

| <b>WATER DEPARTMENT - FUND 50</b> | <b>FY 2014<br/>Adopted<br/><u>Budget</u></b> | <b>FY 2014<br/>Amended<br/><u>Budget</u></b> | <b>FY 2014<br/><u>MTD</u></b> | <b>MTD % of<br/><u>Budget</u></b> | <b>FY 2014<br/><u>YTD</u></b> | <b>YTD % of<br/><u>Budget</u></b> | <b>YTD<br/><u>Projections</u></b> |
|-----------------------------------|--|--|-------------------------------|-----------------------------------|-------------------------------|-----------------------------------|-----------------------------------|
| Wages & Benefits                  | 526,200                                      | 526,200                                      | 39,972                        | 8                                 | 415,780                       | 79                                | 526,210                           |
| Other Employee Benefits           | 0  | 0  | 0                             | 0                                 | 0                             | 0                                 | 0                                 |
| Services                          | 38,450                                       | 43,450                                       | 1,362                         | 3                                 | 23,976                        | 55                                | 43,450                            |
| Other Charges                     | 162,250                                      | 162,250                                      | 12,948                        | 8                                 | 124,288                       | 77                                | 161,250                           |
| Materials & Supplies              | 159,000                                      | 159,000                                      | 9,853                         | 6                                 | 122,212                       | 77                                | 159,000                           |
| Debt Service                      | 0  | 0  | 0                             | 0                                 | 0                             | 0                                 | 0                                 |
| Capital Outlay                    | 135,000                                      | 466,200                                      | 4,515                         | 1                                 | 358,339                       | 77                                | 531,200                           |
| Transfer Out to Reserves          | 169,375                                      | 0  |                               |                                   |                               |                                   | 0                                 |
| <b>Total Expenditures</b>         | <b>1,190,275</b>                             | <b>1,357,100</b>                             | <b>68,648</b>                 | <b>5</b>                          | <b>1,044,595</b>              | <b>77</b>                         | <b>1,421,110</b>                  |

Town of Altavista  
Wastewater Department  
FY 2014 Expenditure Report  
83% of Year Lapsed

| <b>WASTEWATER DEPARTMENT - FUND 50</b> | <b>FY 2014<br/>Adopted<br/>Budget</b> | <b>FY 2014<br/>Amended<br/>Budget</b> | <b>FY 2014<br/>MTD</b> | <b>MTD % of<br/>Budget</b> | <b>FY 2014<br/>YTD</b> | <b>YTD % of<br/>Budget</b> | <b>YTD<br/>Projections</b> |
|--|---------------------------------------|---------------------------------------|------------------------|----------------------------|------------------------|----------------------------|----------------------------|
| Wages & Benefits                       | 643,900                               | 643,900                               | 47,511                 | 7                          | 498,532                | 77                         | 644,410                    |
| Other Employee Benefits                | 0                                     | 0                                     | 0                      | 0                          | 0                      | 0                          | 0                          |
| Services                               | 12,850                                | 41,750                                | 445                    | 1                          | 14,699                 | 35                         | 41,750                     |
| Other Charges                          | 311,800                               | 311,800                               | 25,371                 | 8                          | 234,039                | 75                         | 311,800                    |
| Materials & Supplies                   | 168,600                               | 168,600                               | 32,365                 | 19                         | 110,374                | 65                         | 169,400                    |
| Debt Service                           | 0                                     | 0                                     | 0                      | 0                          | 0                      | 0                          | 0                          |
| Capital Outlay                         | 126,000                               | 749,800                               | 69,720                 | 9                          | 302,443                | 40                         | 749,800                    |
| Transfer Out                           | 169,375                               | 0                                     |                        |                            |                        |                            | 0                          |
| <b>Total Expenditures</b>              | <b>1,432,525</b>                      | <b>1,915,850</b>                      | <b>175,412</b>         | <b>9</b>                   | <b>1,160,087</b>       | <b>61</b>                  | <b>1,917,160</b>           |

Town of Altavista  
Fund Expenditure Totals  
FY 2014  
83% of Year Lapsed

|   | <b>FY 2014<br/>Adopted<br/><u>Budget</u></b> | <b>FY 2014<br/>Amended<br/><u>Budget</u></b> | <b>FY 2014<br/><u>MTD</u></b> | <b>MTD % of<br/><u>Budget</u></b> | <b>FY 2014<br/><u>YTD</u></b> | <b>YTD % of<br/><u>Budget</u></b> | <b>YTD<br/><u>Projections</u></b> |
|---|--|--|-------------------------------|-----------------------------------|-------------------------------|-----------------------------------|-----------------------------------|
| <b>State/Hwy Reimbursement Fund (Fund 20)</b> |  |  |                               |                                   |                               |                                   |                                   |
| Operations                                    | 420,000                                      | 645,500                                      | 24,001                        | 4                                 | 355,118                       | 55                                | 645,500                           |
| CIP   | <u>150,000</u>                               | <u>150,000</u>                               | <u>0</u>                      | <u>0</u>                          | <u>0</u>                      | <u>0</u>                          | <u>150,000</u>                    |
| State/Hwy Water Department - TOTAL:           | <u>570,000</u>                               | <u>795,500</u>                               | <u>24,001</u>                 | <u>3</u>                          | <u>355,118</u>                | <u>45</u>                         | <u>795,500</u>                    |

|                                  | <b>FY 2014<br/>Adopted<br/><u>Budget</u></b> | <b>FY 2014<br/>Amended<br/><u>Budget</u></b> | <b>FY 2014<br/><u>MTD</u></b> | <b>MTD % of<br/><u>Budget</u></b> | <b>FY 2014<br/><u>YTD</u></b> | <b>YTD % of<br/><u>Budget</u></b> | <b>YTD<br/><u>Projections</u></b> |
|----------------------------------|--|--|-------------------------------|-----------------------------------|-------------------------------|-----------------------------------|-----------------------------------|
| <b>Cemetery Fund - (Fund 90)</b> |  |  |                               |                                   |                               |                                   |                                   |
| Operations                       |  |  |                               |                                   |                               |                                   |                                   |
| Cemetery - Operations - Total:   | 31,200                                       | 31,200                                       | 1,948                         | 6                                 | 25,527                        | 82                                | 33,450                            |
| Transfer Out - Cemetery Reserve  | <u>25,000</u>                                | <u>25,000</u>                                | <u>0</u>                      | <u>0</u>                          | <u>0</u>                      | <u>0</u>                          | <u>25,000</u>                     |
| Cemetery Fund - TOTAL:           | <u>56,200</u>                                | <u>56,200</u>                                | <u>1,948</u>                  | <u>3</u>                          | <u>25,527</u>                 | <u>45</u>                         | <u>58,450</u>                     |

Town of Altavista  
FY 2014 State/Highway Fund  
83% of Year Lapsed

| State/Highway Reimbursement Fund - Fund 20                | FY 2014<br>Adopted<br><u>Budget</u> | FY 2014<br>Amended<br><u>Budget</u> | FY 2014<br><u>MTD</u> | MTD % of<br><u>Budget</u> | FY 2014<br><u>YTD</u> | YTD % of<br><u>Budget</u> | YTD<br><u>Projections</u> |
|---|-------------------------------------|-------------------------------------|-----------------------|---------------------------|-----------------------|---------------------------|---------------------------|
| <b>REVENUE</b>  |                                     |                                     |                       |                           |                       |                           |                           |
| Street & Highway Maintenance                              | 570,000                             | 570,000                             | 0                     | 0                         | 451,888               | 79                        | 570,000                   |
| Street & Highway Maintenance/Carry Over                   | 0                                   | 225,500                             | 0                     | 0                         | 0                     | 0                         | 225,500                   |
| Street & Highway Maintenance/Cash Discount                | 0                                   | 0                                   | 17.58                 | 0                         | 42.06                 | 0                         | 0                         |
| <b>State/Highway Reimbursement Fund - GRAND TOTAL:</b>    | <b><u>570,000</u></b>               | <b><u>795,500</u></b>               | <b><u>18</u></b>      | <b><u>0</u></b>           | <b><u>451,930</u></b> | <b><u>57</u></b>          | <b><u>795,500</u></b>     |
| <b>EXPENDITURES</b>                                       |                                     |                                     |                       |                           |                       |                           |                           |
| Maintenance - Other Maintenance                           | 0                                   | 0                                   | 0                     | 0                         | 0                     | 0                         | 0                         |
| Maintenance - Drainage                                    | 26,000                              | 54,100                              | 701                   | 1                         | 12,073                | 22                        | 54,100                    |
| Maintenance - Pavement                                    | 162,200                             | 307,565                             | 4,022                 | 1                         | 153,909               | 50                        | 307,565                   |
| Maintenance - Traffic Control Devices                     | 56,800                              | 56,800                              | 4,791                 | 8                         | 38,220                | 67                        | 56,800                    |
| Engineering - Repairs & Maintenance                       | 10,000                              | 10,000                              | 0                     | 0                         | 0                     | 0                         | 10,000                    |
| Traffic Control Operations                                | 0                                   | 0                                   | 0                     | 0                         | 0                     | 0                         | 0                         |
| Road/Street/Highway - Snow & Ice Removal                  | 40,000                              | 56,000                              | 642                   | 1                         | 36,555                | 65                        | 56,000                    |
| Road/Street/Highway - Other Traffic Services              | 50,000                              | 50,000                              | 10,167                | 20                        | 42,346                | 85                        | 50,000                    |
| General Admin. & Misc. - Miscellaneous                    | 75,000                              | 111,035                             | 3,678                 | 3                         | 72,014                | 65                        | 111,035                   |
| State/Highway Reimb. Fund - Subtotal:                     | <u>420,000</u>                      | <u>645,500</u>                      | <u>24,001</u>         | <u>4</u>                  | <u>355,118</u>        | <u>55</u>                 | <u>645,500</u>            |
| Improvements Other Than Buildings - New Engineering - New | 150,000                             | 150,000                             | 0                     | 0                         | 0                     | 0                         | 150,000                   |
| State/Highway Reimb. Fund - Capital Outlay - Subtotal:    | 150,000                             | 150,000                             | 0                     | 0                         | 0                     | 0                         | 150,000                   |
| Transfer Out - General Fund Reserve                       |                                     |                                     |                       |                           |                       |                           |                           |
| <b>State/Highway Fund - GRAND TOTAL:</b>                  | <b><u>570,000</u></b>               | <b><u>795,500</u></b>               | <b><u>24,001</u></b>  | <b><u>3</u></b>           | <b><u>355,118</u></b> | <b><u>45</u></b>          | <b><u>795,500</u></b>     |

Town of Altavista  
FY 2014 Cemetery Fund  
83% of Year Lapsed

| Cemetery Fund - Fund 90                | <b>FY 2014<br/>Adopted<br/><u>Budget</u></b> | <b>FY 2014<br/>Amended<br/><u>Budget</u></b> | <b>FY 2014<br/><u>MTD</u></b> | <b>MTD % of<br/><u>Budget</u></b> | <b>FY 2014<br/><u>YTD</u></b> | <b>YTD % of<br/><u>Budget</u></b> | <b>YTD<br/><u>Projections</u></b> |
|--|--|--|-------------------------------|-----------------------------------|-------------------------------|-----------------------------------|-----------------------------------|
| <b>REVENUE</b>                         |  |  |                               |                                   |                               |                                   |                                   |
| Permits/Burials                        | 15,000                                       | 15,000                                       | 1,050                         | 7                                 | 13,800                        | 92                                | 15,000                            |
| Interest/Interest Income               | 6,000  | 6,000  | 0                             | 0                                 | 6,504                         | 108                               | 6,580                             |
| Miscellaneous/Sale of Real Estate      | 4,000  | 4,000  | 0                             | 0                                 | 2,600                         | 65                                | 4,000                             |
| Miscellaneous/Misc.                    | 0  | 0  | 0                             | 0                                 | 0                             | 0                                 | 0                                 |
| Transfer In From General Fund          | <u>31,200</u>                                | <u>31,200</u>                                | <u>0</u>                      | <u>0</u>                          | <u>0</u>                      | <u>0</u>                          | <u>32,870</u>                     |
| <b>Cemetery Fund - GRAND TOTAL:</b>    | <b><u>56,200</u></b>                         | <b><u>56,200</u></b>                         | <b><u>1,050</u></b>           | <b><u>2</u></b>                   | <b><u>22,904</u></b>          | <b><u>41</u></b>                  | <b><u>58,450</u></b>              |
| <b>EXPENDITURES</b>                    |  |  |                               |                                   |                               |                                   |                                   |
| Salaries and Wages/Regular             | 9,500  | 9,500  | 1,038                         | 11                                | 10,687                        | 112                               | 11,000                            |
| Salaries and Wages/Overtime            | 500  | 500  | 54                            | 11                                | 757                           | 151                               | 800                               |
| Benefits/FICA                          | 800  | 800  | 78                            | 10                                | 814                           | 102                               | 850                               |
| Benefits/VRS                           | 1,100  | 1,100  | 124                           | 11                                | 1,146                         | 104                               | 1,200                             |
| Benefits/Medical Insurance is pre-paid | 1,100  | 1,100  | 140                           | 13                                | 1,302                         | 118                               | 1,400                             |
| Benefits/Group Life                    | 200  | 200  | 13                            | 7                                 | 123                           | 61                                | 200                               |
| Other Charges/Misc. Reimb.             | 0  | 0  | 0                             | 0                                 | 0                             | 0                                 | 0                                 |
| Materials/Supplies & Repairs/Maint.    | 18,000                                       | 18,000                                       | 500                           | 3                                 | 10,699                        | 59                                | 18,000                            |
| Transfer Out/To Cemetery Reserve       | <u>25,000</u>                                | <u>25,000</u>                                | <u>0</u>                      | <u>0</u>                          | <u>0</u>                      | <u>0</u>                          | <u>25,000</u>                     |
| <b>Cemetery Fund - GRAND TOTAL:</b>    | <b><u>56,200</u></b>                         | <b><u>56,200</u></b>                         | <b><u>1,948</u></b>           | <b><u>3</u></b>                   | <b><u>25,527</u></b>          | <b><u>45</u></b>                  | <b><u>58,450</u></b>              |

**Town of Altavista**

Grand Total of all Investments and Deposits

Balance as of April 30, 2014

**\$ 12,319,571.07****Non-Specific**

|                     |            |
|---------------------|------------|
| Green Hill Cemetery | 498,468.63 |
|---------------------|------------|

General Fund Reserves

Capital Improvement Program Reserves

3,070,805.61

|                       |              |
|-----------------------|--------------|
| Altavista EDA Funding | 288,462.26 * |
|-----------------------|--------------|

|                               |            |
|-------------------------------|------------|
| VDOT TEA 21 Enhancement Match | 309,000.00 |
|-------------------------------|------------|

597,462.26

Enterprise Fund Reserves

Capital Improvement Program Reserves

185,540.56

|                 |            |
|-----------------|------------|
| PCB Remediation | 626,288.83 |
|-----------------|------------|

|                               |      |
|-------------------------------|------|
| Community Improvement Reserve | 0.00 |
|-------------------------------|------|

|                |          |
|----------------|----------|
| Police Federal | 2,908.32 |
|----------------|----------|

|              |           |
|--------------|-----------|
| Police State | 14,273.37 |
|--------------|-----------|

|               |      |
|---------------|------|
| Train Station | 0.00 |
|---------------|------|

Public Funds Money Market Accounts

6,538,390.05

|   |            |
|---|------------|
| Operating Checking Account (Reconciled Balance) | 785,433.44 |
|---|------------|

|                         |                     |
|-------------------------|---------------------|
| <b>DESIGNATED FUNDS</b> | <b>2,524,834.85</b> |
|-------------------------|---------------------|

Reserve Policy Funds (This figure changes annually w/audit)

**UNDESIGNATED FUNDS**

9,794,736.22

-6,142,695.00

3,652,041.22

**Policy \$****General Enterprise**

4,827,099 1,315,596

**Total**

6,142,695

**NOTES:**

Earmarked CIP Reserve / Trash Truck - FY 2015

-184,000.00

Earmarked for Final Downtown Map-21 Project

-77,600.00

Transfer of excess funds from Operating Acct. to MM

-1,200,000.00

Transfer of excess funds from Operating Acct. to MM

-300,000.00

FY13 Carryover Needs

-2,751,035.00

Funding from VDOT and LAP from Downtown Projects

1,478,078.00

FY14 GF Projected Transfer out of Reserves to fund CIP

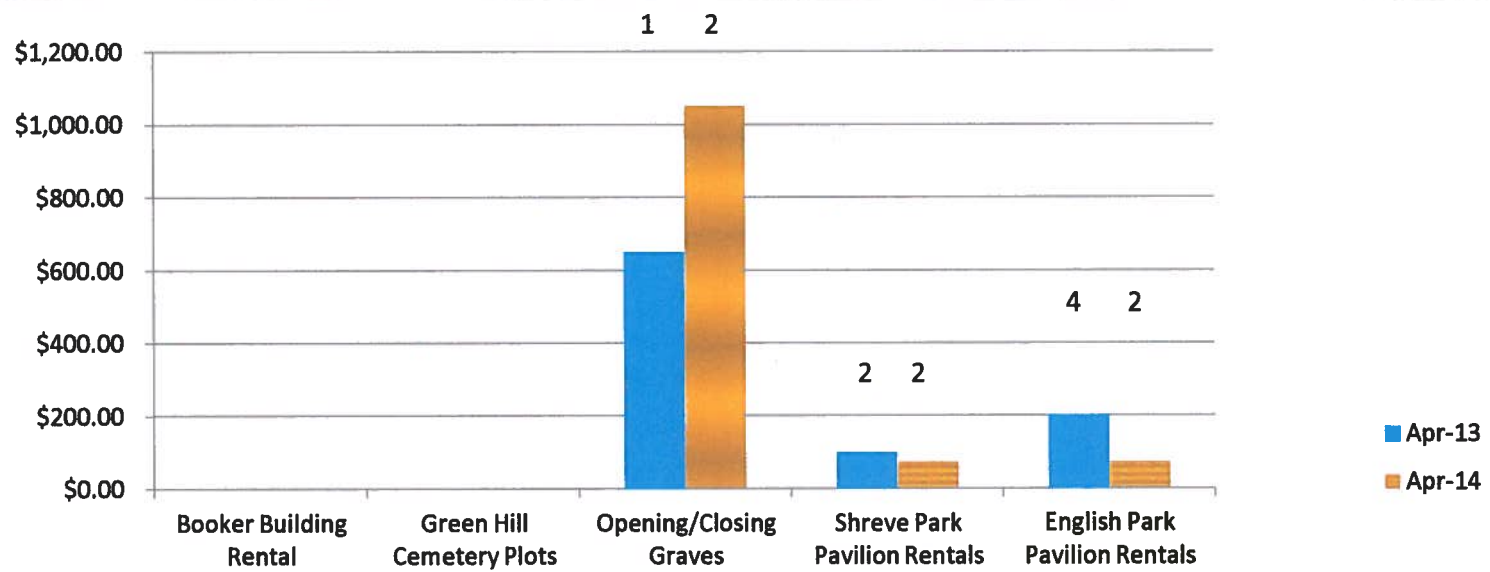
0.00

FY14 EF Projected Transfer out of Reserves to fund CIP

0.00

**UNDESIGNATED RESERVE FUND BALANCE**

617,484.22



# Town of Altavista

## Monthly Business Activity Report

Date 4/30/2014

### OPENED

| Mailing Address & Physical Address |                        |                 |                  |           |
|------------------------------------|------------------------|-----------------|------------------|-----------|
| Applicant Name                     | (if different)         | Trade Name      | Type of Business | Open Date |
| Michelle Moore                     | 621 Broad St Suite 3&4 | Cloud 9 Massage | Personal Serv    | 4/17/2014 |
|                                    |                        |                 |                  |           |
|                                    |                        |                 |                  |           |

### CLOSED

| Mailing Address & Physical Address |                |            | Personal Property       |            |
|------------------------------------|----------------|------------|-------------------------|------------|
| Applicant Name                     | (if different) | Trade Name | Account #<br>(if known) | Close Date |
|                                    |                |            |                         |            |



## Monthly Report to Council

**Date:** May 13, 2014  
**To:** Town Council  
**From:** Dan Witt, Assistant Town Manager  
**Re:** April Activity

---

### 1. Zoning/Code Related Matters:

|        |        |  |                                       |  |
|--------|--------|--|---------------------------------------|--|
| 9-Apr  | 016-14 | Jeffery Dalton 1230 Main Street, Altavista | Replace existing ECC Sign             |  |
| 11-Apr | 017-14 | Ronald Hagood, 101 Allen Rd. Altavista     | Enclose existing front porch 9x18'    |  |
| 14-Aug | 018-14 | John Erb, 2201 Beverly Heights, Altavista  | 12x16' shed in rear yard              |  |
| 18-Apr | 019-14 | Brian Davis, 2 Sourwood Lane               | 10x10' storage shed at 519 8th Street |  |
| 23-Apr | 020-14 | Carrie and Will Skinnell 1425 Broad Street | 12x12' deck on rear of home           |  |
| 29-Apr | 021-14 | Thomas Kathan 1828 Sunset Dr               | Bargain & More LLC 614 7th Street     |  |

- Met with Dale Woods regarding the new zoning layer being created for the County's GIS system.
- Multiple grass violations mailed out.
- Met with Jeff Dalton regarding electronic changeable copy signs.
- Nuisance letter issued to house on Hillcrest for a dangerous tree.
- Notice issued to begin process to have fire damaged house removed on 14<sup>th</sup> Street.

### 2. Site Plans Reviewed and/or Approved:

- Researched subdivision for Industrial zoned property.

### 3. Planning Commission (PC) Related:

- Prepared agenda and packets for May meeting held on May 5, 2014 meeting.
- Reviewed Design Guidelines draft and provided comments back to Scott Smith.

### 4. AOT Related

- Nothing noted.

### 5. ACTS Relate

- Completed April billing reimbursement request to DRPT for operations and for CIP support vehicle.
- Work with Witt Builders to have drive thru garage door installed (CIP item).
- Validated daily ridership and revenue for bus system (April) - see bus report.
- Completed online March monthly reporting to DRPT.

- Began work to implement summer hours which increases operations by 12 hours per week.
- Designed decal for support vehicle- installed by Creative Edge Design
- Worked on ACTS DBE report.

6. **Projects and Administrative Related:**

- Updated GIC
- Town Council reports for May
- Certified March monthly bank statements.
- Continued to manage the **streetscape and infrastructure project** with VCP. Paving completed on 7<sup>th</sup> Street and Campbell Avenue. The Quality Assurance test results showed deficiencies in the density rate and as a result a notice of a 10% penalty on 50% of the paving has been issued. Striping for 7<sup>th</sup> Street and Campbell Avenue to be completed the second week of May.

Mr. Pete English called with concerns about water on his lot and staff discovered a broken stormwater line on his property. VCP repaired the line and the lot.

Met with Mr. Pittard who was not happy with the condition his lot was left. Contacted and met with David Hudson who brought a crew in to properly dress up the lot.

Completed Davis Bacon documentation required by VDOT.

Assisted with VCP chemical spill at Franklin Avenue and 7<sup>th</sup> Street.

- Listed, on Public Surplus, and sold 1983 fire truck for AVFC.
- Listed, on Public Surplus, and sold retired Crown Vic police cruiser
- Attended VDOT training at Liberty University.
- Assisted with the development for RFP for water tank maintenance.
- Drafted memo regarding request to have oil tanks removed at Thrift Store.
- Developed agenda for Recreation Committee meeting and staffed meeting. Drafted recommendation to Town Council for park road.
- Attended TC meeting.



## MONTHLY POLICE REPORT SYNOPSIS

### MONTH OF APRIL, 2014

#### **CRIME STATISTICS** – April 1, 2014 thru April 30, 2014

##### ***Crimes Against Persons***

For the Month of April, the Town of Altavista Community experienced 6 incidents or a 0% decrease of Crimes Against Persons compared to 6 incidents last year during the same time duration.

- 6 Simple Assaults

##### ***Property Crimes***

For the Month of April, the Town of Altavista Community experienced 14 incidents or a 100% increase of Property Crimes compared to 7 incidents last year during the same time duration.

- 1 Motor Vehicle Theft
- 5 Shoplifting
- 2 Destruction/Damage/Vandalism of Property
- 2 Theft from Building
- 2 Theft From Motor Vehicle
- 1 All Other Larceny
- 1 Theft of Motor Vehicle Parts

##### ***Quality of Life Crimes***

For the Month of April, the Town of Altavista Community experienced 12 incidents or a 20% increase of Quality of Life Crimes compared to 10 incidents last year during the same time duration.

- 5 Drunkenness
- 2 Drug/Narcotic Violations
- 4 All Other Offenses
- 1 Trespass

#### **CRIME STATISTICS** - January 1, 2014 thru December 31, 2014 Y.T.D.

Year to date, the Town of Altavista experienced 21 incidents or a 5.0% increase of Crimes Against Persons compared to 20 incidents last year during the same time duration.

- 1 Robbery
- 5 Aggravated Assault
- 15 Simple Assault



Year to date, the Town of Altavista experienced 38 incidents or a 52.0% increase of Property Crimes compared to 25 incidents last year during the same time duration.

- 3 Breaking & Entering
- 10 Shoplifting
- 4 Theft From Motor Vehicle
- 7 Destruction of Property/Vandalism
- 2 Motor Vehicle Theft
- 2 Counterfeiting/Forgery
- 4 Theft From Building
- 5 All Other Larceny
- 1 Theft of Motor Vehicle Parts

Year to date, the Town of Altavista experienced 82 incidents or a 20.59% increase of Quality of Life Crimes compared to 68 incidents last year during the same time duration.

- 1 Weapon Law Violation
- 47 Drug/Narcotic Violations
- 1 Driving under the Influence
- 3 Trespass of Real Property
- 20 All Other Offenses
- 9 Drunkenness
- 1 Family Offenses, Nonviolent

#### **Major Crimes Statistics** *(Combining Crimes Against Persons & Property Crimes = Major Crimes)*

For the Month of April, the Town of Altavista Community experienced 20 incidents or a 53.85% increase in Major Crimes compared to 13 incidents last year during the same time duration.

Year to date, the Town of Altavista experienced 59 incidents or a 31.1% increase in Major Crimes compared to 45 incidents last year during the same time duration.

The above statistics depict "Simple Assault" as the most frequent occurrence of criminal activity the Town of Altavista experienced during the month of April.

#### **CALLS FOR SERVICE - April 1, 2014 thru April 30, 2014**

The Altavista Police Department was dispatched to 383 Calls for Service or a 23.54% increase compared to 310 C.F.S. last year during the same time duration.

#### **CALLS FOR SERVICE - January 1, 2014 thru December 31, 2014- Y.T.D.**

The Altavista Police Department was dispatched to 1386 Calls for Service or a 15.78% increase compared to 1197 C.F.S. last year during the same time duration.



### **CRIMINAL ARRESTS EXECUTED - April 1, 2014 thru April 30, 2014**

The A.P.D. executed 23 criminal arrests or a 53.33% increase compared to 15 criminal arrests last year during the same duration.

### **CRIMINAL ARRESTS EXECUTED - January 1, 2014 thru December 31, 2014- Y.T.D.**

The A.P.D. executed 109 criminal arrests or a 0.0% decrease compared to 109 criminal arrests last year during the same duration.

### **TRAFFIC CITATIONS ISSUED - April 1, 2014 thru April 30, 2014**

The A.P.D. issued 20 traffic summons or a 39.39 % decrease compared to 33 traffic summons issued last year during the same time duration.

### **TRAFFIC CITATIONS ISSUED - January 1, 2014 thru December 31, 2014 Y.T.D.**

The A.P.D. issued 71 traffic summons or a 50.33% decrease compared to 143 traffic summons issued last year during the same time duration.

### **OFFICER OF THE MONTH – April, 2014**

The Altavista Police Department has selected Officer C.A. Swearingen as Officer of the Month for April 2014. While still relatively new to law enforcement, Officer Swearingen has shown himself to be a hardworking, proactive Police Officer. This month Officer Swearingen made the only APD felony and juvenile arrests. Officer Swearingen also made a self-initiated narcotics arrest during the month, which he made during a traffic stop for a simple equipment violation. Officer Swearingen continues to show himself to be an asset to the town and this department.

### **PERSONNEL TRAINING**

Eight (8) hours of training were afforded to police personnel during the month of April, 2014. Blocks of instruction pertained to the following training subjects: Canine Training.

### **WHAT'S NEW**

The Motor Carrier Unit received a complaint that Tractor Trailers were using Lynch Mill Road as a through route, in violation of Town ordinance and signage. Officers of the Motor Carrier Unit conducted an observation detail in the area. During this detail, one bobtail tractor was observed using this area as a through way, but no tractor/trailer combinations were observed. The bobtail tractor was stopped and a Level II D.O.T. inspection was conducted with no violations noted. The driver was, however, issued a summons for improper display of tags and was advised of the no through tractor-trailer ordinance. Observations and enforcement activities by the Motor Carrier Unit are ongoing in this area.

Chief Walsh and the Crime Prevention Unit, along with Megan Lucas (Economic Development Director) and Heather Reynolds of the Chamber of Commerce, conducted an interview with Steve



Hardy of the Lynchburg News and Advance about the Business Target Advisory Group. Mr. Hardy was gathering information in regards to internal business theft, what businesses are doing to combat it, and how law enforcement is partnering with them. The story was published on April 27, 2014 and can be found on the News and Advance website.

Chief Walsh and the Police Department hosted a Nuclear Transportation Safety briefing for law enforcement and emergency management agencies along the Route 29 corridor. Agencies attending this briefing included Altavista Police Department, Altavista Fire Department, Altavista Public Works, Hurt Police Department, Hurt Public Works, Hurt Fire Department, Lynchburg Police Department, Campbell County Sheriff's Office, Virginia State Police, Gretna Police Department, Lyn-Dan Heights Fire Department, Evington Fire Department, Campbell County Department of Public Safety, Pittsylvania County Sheriff's Office, and various other agencies. This briefing was conducted by a representative of the National Nuclear Security Agency (NNSA) and covered the transportation of nuclear materials through the area. Agencies were brief on the safety and security measures in place for the transportation of these materials, the NNSA's response to an emergency situation involving these materials and the role that local first responders may be expected to play in case of an emergency with these materials.

*Information compiled for this report was taken from the Altavista Police Department's Monthly Report.*



# PUBLIC WORKS MONTHLY REPORT For: April 2014



# WATER DISTRIBUTION MAINTENANCE REPORT – PUBLIC WORKS (April 2014)

| Work Order ID | Location                       | Status             | Description   | Actual Completion Date |
|---------------|--------------------------------|--------------------|---|------------------------|
| 2767          | War Memorial                   | Work In Progress   | Water service repair  |                        |
| 2844          | Town Wide                      | Work In Progress   | Water Maintenance   |                        |
| 2846          | Altavista High School          | Work In Progress   | Water Meter Repair  |                        |
| 2889          | 7th Street                     | Work In Progress   | Installed back flow on garden hose for pressure washing curb and gutter for asphalt over spray. |                        |
| 2909          | Town Wide                      | Work In Progress   | Weekly - Miss Utility Weekly - Refer to PM schedule details.                                    |                        |
| 2923          | Baptist Tabernacle Frazier Rd. | Work In Progress   | Water Main Break  |                        |
| 2803          | Town Wide                      | Work In Progress   | Weekly - Miss Utility Weekly - Refer to PM schedule details.                                    |                        |
| 2826          | Town Wide                      | Closed Work Orders | Weekly - Miss Utility Weekly - Refer to PM schedule details.                                    | 4/25/2014              |
| 2771          | 2203 Poplar Ave.               | Closed Work Orders | Water is muddy on the cold side.  | 4/9/2014               |
| 2708          | 1828 Tardy Mountain Road       | Closed Work Orders | Replace meter box, meter and pressure reducing valve.   | 4/3/2014               |
| 2746          | Town Wide                      | Closed Work Orders | Weekly - Miss Utility Weekly - Refer to PM schedule details.                                    | 4/11/2014              |
| 2765          | 1311 3rd Street                | Closed Work Orders | Water Maintenance   | 4/10/2014              |



**SEWER COLLECTION MAINTENANCE REPORT – PUBLIC WORKS (April 2014)**

| Work Order ID | Location        | Status             | Description  | Actual Completion Date |
|---------------|-----------------|--------------------|--|------------------------|
| 2849          | Page 14         | Work In Progress   | Sewer Clean Main   |                        |
| 2845          | Page 14         | Closed Work Orders | Sewer Video  | 4/25/2014              |
| 2848          | Hillcrest St.   | Closed Work Orders | Sewer Clean Main   | 4/25/2014              |
| 2843          | Town Wide       | Work In Progress   | Sewer Maintenance  |                        |
| 2926          | PM Maintenance  | Work In Progress   | Yearly - Sewer-Clean & Cut Root-MH 449-450-(A) - Refer to PM schedule details. |                        |
| 2878          | Town Wide       | Closed Work Orders | Sewer (Video) Service Laterals (Push Camera)                                   | 4/24/2014              |
| 2882          | 816 Park St.    | Closed Work Orders | Sewer Service Blockage   | 4/25/2014              |
| 2766          | 1311 3rd Street | Closed Work Orders | Sewer Maintenance  | 4/10/2014              |
| 2782          | 307 Frazier Rd. | Closed Work Orders | Dig up sewer clean out to make it level.                                       | 4/11/2014              |

**GREEN HILL CEMETERY – PUBLIC WORKS (April 2014)**

| Work Order ID | Location            | Status             | Description                       | Date      | Actual Completion Date |
|---------------|---------------------|--------------------|-----------------------------------|-----------|------------------------|
| 2723          | Green Hill Cemetery | Closed Work Orders | Cremation-Mary Fingland           | 4/4/2014  | 4/7/2014               |
| 2841          | Green Hill Cemetery | Closed Work Orders | Burial-Childress Open/Close Grave | 4/18/2014 | 4/25/2014              |

**MICELLANEOUS FUNCTIONS – PUBLIC WORKS (April 2014)**

| <b>Description</b>        | <b>Total Quantity</b> |
|---------------------------|-----------------------|
| Asphalt Tonnage           | 6                     |
| Bags of Litter            | 47                    |
| Brush Collection Loads    | 17                    |
| Brush Collection Stops    | 143                   |
| Bulk Collection Stops     | 109                   |
| Bulk Collection Tonnage   | 17.71                 |
| Sweeping Miles            | 85                    |
| Miss Utility Tickets      | 40                    |
| Monthly Meters Read       | 61                    |
| Rereads-WM                | 2                     |
| Quarterly Meters          | -                     |
| Rereads-WQ                | -                     |
| Sewer (Video) Footage     | 450'                  |
| Sewer (Video) Manholes    | 3                     |
| Sewer Main Cleaned (Feet) | 1024'                 |
| Sewer Manholes Cleaned    | 7                     |
| Solid Waste Tonnage       | 84.85                 |
| Stone Tonnage             | 45.88                 |
| Weekend Truck Tonnage     | 1.43                  |

# ACTS MONTHLY AND YEARLY REPORT

| DATE   | CASH                         | PUNCH CARD | TOKEN                    | MONTHLY FREE |      | TOTAL DAILY              | TOTAL OVERALL              | Cash        | Daily M. | Total Mil. |
|--------|------------------------------|------------|--------------------------|--------------|------|--------------------------|----------------------------|-------------|----------|------------|
| 1-Apr  | 54                           | 8          | 5                        | 4            | 2    | 73                       | 73                         | \$ 27.00    | 163      | 163        |
| 2-Apr  | 18                           | 10         | 3                        | 4            | 1    | 36                       | 109                        | \$ 9.00     | 158      | 321        |
| 3-Apr  | 45                           | 28         | 6                        | 6            |      | 85                       | 194                        | \$ 22.50    | 166      | 487        |
| 4-Apr  | 40                           | 24         | 6                        | 1            |      | 71                       | 265                        | \$ 21.50    | 162      | 649        |
| 5-Apr  | 23                           | 7          | 3                        |              |      | 33                       | 298                        | \$ 11.50    | 80       | 729        |
| 7-Apr  | 37                           | 13         | 3                        | 5            | 2    | 60                       | 358                        | \$ 18.50    | 158      | 887        |
| 8-Apr  | 50                           | 14         | 6                        | 4            | 3    | 77                       | 435                        | \$ 25.00    | 161      | 1048       |
| 9-Apr  | 41                           | 19         | 9                        | 4            | 2    | 75                       | 510                        | \$ 20.50    | 161      | 1209       |
| 10-Apr | 50                           | 14         | 4                        | 6            |      | 74                       | 584                        | \$ 25.00    | 159      | 1368       |
| 11-Apr | 39                           | 21         | 8                        | 1            |      | 69                       | 653                        | \$ 19.50    | 159      | 1527       |
| 12-Apr | 28                           | 9          | 2                        |              |      | 39                       | 692                        | \$ 14.00    | 79       | 1606       |
| 14-Apr | 38                           | 19         | 6                        | 7            |      | 70                       | 762                        | \$ 19.00    | 163      | 1769       |
| 15-Apr | 31                           | 8          | 2                        | 2            | 1    | 44                       | 806                        | \$ 15.50    | 160      | 1929       |
| 16-Apr | 42                           | 23         | 4                        | 4            | 1    | 74                       | 880                        | \$ 21.00    | 160      | 2089       |
| 17-Apr | 37                           | 17         | 4                        | 4            |      | 62                       | 942                        | \$ 18.50    | 161      | 2250       |
| 18-Apr | 41                           | 30         | 1                        | 1            |      | 73                       | 1015                       | \$ 20.50    | 161      | 2411       |
| 19-Apr | 18                           | 12         | 3                        | 1            |      | 34                       | 1049                       | \$ 9.00     | 80       | 2491       |
| 21-Apr | 21                           | 23         | 7                        | 4            | 1    | 56                       | 1105                       | \$ 10.50    | 159      | 2650       |
| 22-Apr | 31                           | 15         | 2                        | 4            | 1    | 53                       | 1158                       | \$ 15.50    | 161      | 2811       |
| 23-Apr | 44                           | 18         | 2                        | 2            |      | 66                       | 1224                       | \$ 22.00    | 162      | 2973       |
| 24-Apr | 36                           | 9          | 6                        | 4            |      | 55                       | 1279                       | \$ 18.00    | 161      | 3134       |
| 25-Apr | 46                           | 11         | 6                        | 1            |      | 64                       | 1343                       | \$ 23.00    | 160      | 3294       |
| 26-Apr | 19                           | 7          | 1                        |              | 1    | 28                       | 1371                       | \$ 9.50     | 79       | 3373       |
| 28-Apr | 28                           | 23         | 3                        | 5            | 1    | 60                       | 1431                       | \$ 14.00    | 160      | 3533       |
| 28-Apr | 26                           | 14         | 2                        |              |      | 42                       | 1473                       | \$ 13.00    | 161      | 3694       |
| 28-Apr | 34                           | 13         | 3                        | 2            | 2    | 54                       | 1527                       | \$ 17.00    | 162      | 3856       |
|        | 917                          | 409        | 107                      | 76           | 18   |                          |                            |             |          |            |
|        | <u>Total Riders to date:</u> |            | <u>9,517</u>             |              |      |                          | <u>Counter Sales</u>       | \$ 303.50   |          |            |
|        | <u>Total Revenue to Date</u> |            | <u>\$4,418.00</u>        |              |      |                          | <u>Total Month Revenue</u> | \$ 763.50   |          |            |
|        | Days Run-                    | 24         | Average daily riders     |              | 63.6 |                          |                            |             |          |            |
|        | Total days run               | 162.5      |                          |              |      | Average daily riders YTD | 59                         | TOTAL MILES |          | 26,030     |
|        |                              |            | Total Monthly Token Sale |              | 80   |                          |                            |             |          |            |



# WASTEWATER

## April 2014

### SUMMARY

- Public Works / Utility Committee
- Repaired UV system coolant Tank
- Blower out of service Basins 3 & 4
- Blower motor Basin 3 & 4 sent for repair
- Annual meter calibration
- Shop used video equipment on scum line for #3 clarifier
- Started Plot #7 construction in EOP
- Completed construction of plot #7
- Planted trees in Plot #7 in EOP
- Started grid mapping of plot #7 in EOP
- Conducted Annual TCLP sampling of press sludge
- Sampled industrial users for surcharge and permit compliance
- Normal plant operation and maintenance
- 175 wet tons of sludge processed
- Treated 69.79 million gallons of water

April 2014

**1660 Man Hours Worked**

**42 Sick Leave**

**104 Vacation Hours**





# Town of Altavista Town Council Meeting Agenda Form

Meeting Date: May 13, 2014

## Agenda Placement: Public Hearing

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations), Public Hearings, Unfinished Business, New Business, Closed Session)

**Subject Title: FY2015 Budget and FY 2015-2019 Capital Improvement Program**

**Presenter(s): Town Manager**

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### SUBJECT HIGHLIGHTS

#### REMINDER: PLEASE BRING YOUR BUDGET DOCUMENT

Attached please find information relative to the proposed FY 2015 Budget and FY 2015 – 2019 Capital Improvement Program (CIP). Council conducted the “*First Reading*” of the Budget and CIP last month.

In accordance with the calendar adopted by Council, department requests were presented and the appropriate committees reviewed the departmental budgets. The Draft Budget document was presented to Town Council and a Work Session was held on March 24<sup>th</sup>.

Tonight will be an opportunity for the public to express their thoughts on the proposed Budget and Capital Improvement Program (CIP). Following tonight’s public hearing, Town Council will have an opportunity to consider the comments and make any adjustments that they feel necessary. Should Council have items that they need to discuss further, staff would recommend that a Work Session be scheduled prior to the Council’s regularly scheduled June 10<sup>th</sup> meeting. Staff will be seeking adoption of the FY2015 Budget and FY2015-2019 Capital Improvement Program (CIP) at the June meeting.

The General Fund Revenue is estimated at: **\$4,145,600**

The Enterprise Fund Revenue is estimated at: **\$2,678,300**

The Highway Fund Maintenance Revenue is estimated at: **\$585,000**

The Cemetery Fund Revenue is estimated at: **\$27,500**

The Proposed Operating Expenditures, for all funds, are \$7,436,400 with \$25,000 being transferred to the Cemetery Fund; \$717,800 being transferred to the General Fund Reserves; and \$264,550 being transferred to the Enterprise Fund Reserves.

There is no proposed increase to any of the Town’s tax rates.

The PPTRA relief is estimated to be 63%.

There is a proposed 5% increase to the Utility Rates (Water & Sewer) included in the FY2015 Budget.

The Capital Improvement Program for FY2015-2019 totals \$4,187,900; the FY2015 Capital Improvement Program items represent \$750,000 of the total and are included in the FY2015 Budget.

**Staff recommendation, if applicable:**

Conduct the required Public Hearing on the proposed FY2015 Budget and the proposed FY2015-2019 Capital Improvement Program (CIP).

**Action(s) requested or suggested motion(s):**

Direct staff of any changes to the Budget/CIP document prior to consideration of adoption at the June 10<sup>th</sup> regularly scheduled Town Council meeting.

**PROCESS:**

- HOLD PUBLIC HEARING in Regard to the proposed FY2015 Budget; the proposed FY2015-2019 Capital Improvement Program (CIP); and the proposed utility rate increases.

**NO MOTIONS WILL BE NEEDED AT THIS TIME IN REGARD TO ADOPTION OF THESE ITEMS. OFFICAL ADOPTION IS SCHEDULED FOR COUNCIL'S REGULAR MEETING ON TUESDAY, JUNE 10, 2014.**

|   |                 |                  |
|---|-----------------|------------------|
| <b>Attachments:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   |                 |                  |
| Attachments (in order they appear in packet): 1) 2015 Proposed Budget Overview; 2) Budget Public Hearing Ad; 3) Proposed Tax Rate and Proposed Utility Rate Increase AD; 4) PPTRA Resolution; 5) Proposed Utility Rate Changes; 6) Capital Improvement Program (CIP) ad; and 7) Capital Improvement Program (CIP FY2015-2019) |                 |                  |
| <b>This agenda form has been reviewed by:</b>   | <b>Initials</b> | <b>Comments:</b> |
| Department Head(s) (Applicable):  | tcs             |                  |
| Town Manager:   | jwc             |                  |

## 2015 PROPOSED BUDGET OVERVIEW

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|                            |             |
|----------------------------|-------------|
| <b>Total Expenditures:</b> | \$7,436,400 |
|----------------------------|-------------|

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|                       |             |
|-----------------------|-------------|
| <b>Total Revenue:</b> | \$7,436,400 |
| <b>Transfers:</b>     | \$ 0        |
| <b>TOTAL:</b>         | \$7,436,400 |

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|                                |  |
|--------------------------------|--|
| <b>Real Estate Rate:</b>       | \$0.16 per \$100 of assessed value   |
| <b>Personal Property Rate:</b> | \$2.00 per \$100 of assessed value   |
| <b>PPTRA:</b>                  | \$500 or less assessed value – 100% tax relief<br>\$501 to \$10,000 assessed value - 63% tax relief<br>\$10,001 or more – 63% of tax relief on the first<br>\$10,000 of assessed value |

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### Utility Rates:

|               |   |
|---------------|---|
| <b>Water:</b> | Business & Residential - \$2.08 per 1,000 gallons<br>Industrial - \$2.04 per 1,000 gallons<br>Town of Hurt - \$3.12 per 1,000 gallons<br>Outside of Town - \$4.16 per 1,000 gallons |
|---------------|---|

|               |   |
|---------------|---|
| <b>Sewer:</b> | Business & Residential - \$2.92 per 1,000 gallons<br>Industrial - \$2.99 per 1,000 gallons<br>Town of Hurt - \$2.92 per 1,000 gallons |
|---------------|---|

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### Capital Improvement Program

|                             |  |
|-----------------------------|--|
| FY2015 Expenditures:        | \$750,000 (included in FY 2015 Budget) |
| FY2015 – 2019 Expenditures: | \$4,187,900                            |



**TOWN OF ALTAVISTA  
NOTICE OF PUBLIC HEARING  
FY 2015 BUDGET**

The Town Council of the Town of Altavista will hold a Public Hearing at its regular meeting on Tuesday, May 13, 2014 at 7:00 P.M. in the Council Chambers of the Municipal Building, 510 7<sup>th</sup> Street. The purpose of this Public Hearing will be to hear comments from the citizens of Altavista on the proposed budget and tax rate for the Fiscal Year 2015.

**ESTIMATED REVENUE**

**General Fund**

|                                   |           |
|-----------------------------------|-----------|
| Real Estate Tax                   | 418,500   |
| Public Service Corporation Taxes  | 86,600    |
| Personal Property Taxes           | 1,813,500 |
| Other Local Taxes                 | 1,341,100 |
| Permits and Fees                  | 1,000     |
| Fines and Forfeitures             | 20,200    |
| Use of Money and Property         | 150,300   |
| Charges for Service               | 8,900     |
| Donations, Receipts and Transfers | 3,700     |
| Intergovernmental                 | 308,800   |

**General Fund Total:** **\$4,145,600**

**Enterprise Fund (Water & Sewer)**

|                 |           |
|-----------------|-----------|
| Service Charges | 2,642,400 |
| Interest        | 3,500     |
| Connection Fees | 5,200     |
| Miscellaneous   | 29,200    |
| CIP Reserves    | 0.00      |

**Enterprise Fund Total:** **\$2,678,300**

**Highway Maintenance Fund** **\$585,000**

**Cemetery Fund** **\$27,500**

**REVENUE GRAND TOTAL:** **\$7,436,400**

**PROPOSED OPERATING EXPENDITURES**

|  |                           |
|--|---------------------------|
| Council/Planning Commission              | \$ 44,030                 |
| Administrative Department                | 790,340                   |
| Police Department                        | 878,600                   |
| Public Works                             | 992,450                   |
| Street & Highway Maintenance             | 585,000                   |
| Water Department                         | 1,010,000                 |
| Wastewater Department                    | 1,403,750                 |
| Green Hill Cemetery                      | 31,080                    |
| Non-Departmental                         | 406,900                   |
| Transit Department                       | 124,050                   |
| Economic Development                     | 162,850                   |
| Transfer to Cemetery Reserves            | 25,000                    |
| Transfer to General Fund Reserves        | 717,800                   |
| Transfer to Enterprise Fund Reserves     | 264,550                   |
| <b>Total Proposed Operating Expenses</b> | <b><u>\$7,436,400</u></b> |

**PROPOSED CAPITAL OUTLAY**

|                                      |                         |
|--------------------------------------|-------------------------|
| Water Plant Equipment                | \$ 115,000              |
| Wastewater Treatment Plant Equipment | 272,500                 |
| Public Works Department Equipment    | 48,500                  |
| State Highway Funding                | 150,000                 |
| Police Department Equipment          | 32,000                  |
| Administration Department Equipment  | 35,000                  |
| Transit Department                   | 28,000                  |
| Council                              | 10,000                  |
| Non-Departmental                     | 59,000                  |
| <b>Total Proposed Capital Outlay</b> | <b><u>\$750,000</u></b> |

**PROPOSED TAX RATE – TOWN OF ALTAVISTA  
2014 REAL & PERSONAL PROPERTY**

**PROPOSED UTILITY RATE/FEE INCREASE**

The 2014 levy on all taxable real estate located in the Town of Altavista shall be sixteen cents (\$0.16) on every One Hundred Dollars (\$100.00) of value of said real estate. On all taxable tangible personal property, including machinery and tools, except household goods and personal effects as set forth in Virginia Code Section 58.1-3504 located in said town on January 1, 2014 (or taxable by said town as provided in Virginia Code Section 58.1-3511), there shall be a levy of Two Dollars (\$2.00) on every One Hundred Dollars (\$100.00) of value of said personal property. On all Bank and Trust Companies located within the Town of Altavista, there shall be levied a tax on the net capital of the bank as set forth in Section 58.1-1209 and Section 58.1-1211 of the Code of Virginia.

The PPTRA relief is estimated to be 63%.

The FY2015 Budget includes a 5% increase to water and sewer rates that would be effective July 1, 2014. The residential/commercial water rate would increase to \$2.08 and the industrial rate would be \$2.04, both would be per 1,000 gallons. The residential/commercial sewer rate would increase to \$2.92 and the industrial sewer rate would be \$2.99, both would be per 1,000 gallons. Current water connection fee is \$1,500.00. Current sewer connection fee is \$2,000.00

**Tobie Shelton /Treasurer**

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# **PPTRA RESOLUTION FOR INCLUSION WITH ANNUAL BUDGET RESOLUTION FOR 2014**

## **Altavista, Virginia**

In accordance with the requirements set forth in VA. CODE ANN. §58.1-3524 C.2. and §58.1-3912 E., as amended by Chapter 1 of the Acts of Assembly (2004 Special Session I) and as set forth in Item 503.E. (Personal Property Tax Relief Program) of Chapter 951 of the 2005 Acts of Assembly, any qualifying vehicle situated within the Town of Altavista commencing January 1, 2014, shall receive personal property tax relief in the following manner:

- Personal use vehicles with assessed value of \$500 or less will be eligible for 100% tax relief;
- Personal use vehicles with assessed value of \$501 to \$10,000 will be eligible for 63% tax relief;
- Personal use vehicles with assessed value of \$10,001 or more shall receive only 63% tax relief on the first \$10,000 in assessed value;
- All other vehicles which do not meet the definition of “qualifying” (such as business use vehicles, farm use vehicles, motor homes, etc.) will not be eligible for any form of tax relief under this program;
- In accordance with Item 503.D.1. of Chapter 951 of the 2005 Acts of Assembly, the entitlement to personal property tax relief for qualifying vehicles for tax year 2005 and all prior tax years shall expire on September 1, 2006. Supplemental assessments for tax years 2005 and prior years that are made on or after September 1, 2006 shall be deemed “non-qualifying” for purposes of state tax relief and the local share due from the taxpayer shall represent 100% of the tax assessable.

**TOWN OF ALTAVISTA  
NOTICE OF PUBLIC HEARING**

The public is hereby given notice of a meeting of the Altavista Town Council to conduct a public hearing on Tuesday, May 13, 2014 at 7:00 p.m. The meeting will be held in the Council's Chambers of Town Hall located at 510 Seventh Street.

**NOTICE OF PROPOSED UTILITY RATE INCREASE**

The Town of Altavista proposes to increase utility rates (water and sewer) by 5% in the FY2015 budget.

The following Town Code Sections would be amended:

Sec. 78-85 (e) *Water rates inside corporate limits.* The rates for water furnished inside the corporate limits shall be as follows:

- (1) Residential, commercial and churches: (quarterly billing)
  - Minimum charges based on 5,000 gallons, at current rate per 1,000 gallons
  - Over 5,000 gallons (per 1,000 gallons) .....~~\$1.98~~ 2.08
- (2) Schools: (quarterly billing)
  - Straight per 1,000 billing.....~~\$1.98~~ 2.08
- (3) Industrial and commercial: more than 25,000 gallons per month, billed monthly
  - Commercial straight per 1,000 gallons.....~~\$1.98~~ 2.08
  - Industrial straight per 1,000 gallons.....~~\$1.94~~ 2.04

Sec. 78-85 (f) *Sewer rates inside corporate limits.* The rate for sewer furnished inside the corporate limits shall be as follows:

- (1) Residential, commercial and churches: (quarterly billing)
  - Under 25,000 gallons per 1,000 gallons, based on 85 percent of metered water.....~~\$ 2.78~~ 2.92
  - More than 25,000 gallons per month, billed monthly
- (2) Minimum charge, per billing period.....\$5.00
- (3) Industrial:
  - 25,000 gallons and over, billed monthly
  - Per 1,000 gallons based on a fixed percentage to the metered water to be agreed upon by the town and industry.....~~\$ 2.85~~ 2.99

Under special permission granted under section 78-183, sewer connections where no water connection exists, the rate of sewer service shall be the sum of the current minimum charge for water and the current minimum charge for sewer per quarter.

**NOTICE OF PUBLIC HEARING  
CAPITAL IMPROVEMENT PROGRAM (FY2015-2019)**

The Town Council of the Town of Altavista will hold a Public Hearing at its regular meeting on Tuesday, May 13, 2014 at 7:00 P.M. in the Council Chambers of the Municipal Building, 510 7<sup>th</sup> Street. The purpose of this Public Hearing will be to hear comments from the citizens of Altavista on the proposed Capital Improvement Program (CIP) for FY2015 and projected CIP projects for fiscal years 2016 – 2019. Following is a summary of the total expenditures covering fiscal years 2015-2019:

|   |                    |
|---|--------------------|
| Total CIP projects for FY2015 - (Funded Projects) | \$ 750,000         |
| Total CIP projects for FY2016 - FY2019            | <u>\$3,437,900</u> |
| Total CIP projects for next five (5) years        | <b>\$4,187,900</b> |

Funding for the FY2015 CIP projects include \$188,972, General Fund; \$150,000 Highway Fund; \$387,500 Enterprise Fund; \$23,528 Grants. The total expenditures for FY2016-2019 are for planning purposes only.

**Dan Witt  
Assistant Town Manager  
Town of Altavista**

Town of Altavista  
CIP Funding Sources  
FY 2015 Proposed Budget

| CIP FUNDING SOURCES FOR FY2015   |               |                 |               |              |              |       |               |
|--|---------------|-----------------|---------------|--------------|--------------|-------|---------------|
| Item or Project  | General Fund  | Enterprise Fund | Highway Fund  | CIP Reserves | Grants       | Other | Description   |
| Paint Avoca Museum   | \$ 59,000.00  |                 |               |              |              |       |               |
| Sidewalk curb gutter   |               |                 | \$ 150,000.00 |              |              |       |               |
| Replace 1998 Leaf Vac  | \$ 18,500.00  |                 |               |              |              |       |               |
| Replace 1999 3/4 ton utility body truck  | \$ 30,000.00  |                 |               |              |              |       |               |
| Replace 1 patrol car   | \$ 32,000.00  |                 |               |              |              |       |               |
| Purchase and install 3 bus shelters  | \$ 3,560.00   |                 |               |              | \$ 14,440.00 |       | DRPT Funding  |
| Purchase computer and monitor for ACTS Admin   | \$ 400.00     |                 |               |              | \$ 1,600.00  |       | DRPT Funding  |
| Purchase 2 camera monitoring systems for buses   | \$ 512.00     |                 |               |              | \$ 7,488.00  |       |               |
| Tank maintenance   |               | \$ 50,000.00    |               |              |              |       |               |
| Replace 12 turbidity meters for filters 1-5  |               | \$ 65,000.00    |               |              |              |       |               |
| Autoclave for main lab   |               | \$ 15,000.00    |               |              |              |       |               |
| Replace (2) 100hp blowers  |               | \$ 14,000.00    |               |              |              |       |               |
| Replace polyblend mixer  |               | \$ 11,000.00    |               |              |              |       |               |
| Replace clarifier #3 gear box  |               | \$ 15,000.00    |               |              |              |       |               |
| Replace BOD Incubator  |               | \$ 9,000.00     |               |              |              |       |               |
| Replace PLC for press system   |               | \$ 50,000.00    |               |              |              |       |               |
| Replace polymer pumps for press system   |               | \$ 13,000.00    |               |              |              |       |               |
| Replace 1992 International tandem dump truck   |               | \$ 90,000.00    |               |              |              |       |               |
| Replace press hydraulic ram  |               | \$ 9,000.00     |               |              |              |       |               |
| Replace plant utility vehicle - golf cart  |               | \$ 7,000.00     |               |              |              |       |               |
| Replace 60hp digester blower   |               | \$ 15,000.00    |               |              |              |       |               |
| Replace 40hp pump and motor at pump station  |               | \$ 24,500.00    |               |              |              |       |               |
| Replace 02 server  | \$ 8,000.00   |                 |               |              |              |       |               |
| Replace Town Manager vehicle   | \$ 27,000.00  |                 |               |              |              |       |               |
| Replace Town Council computers   | \$ 10,000.00  |                 |               |              |              |       |               |
| SUBTOTAL   | \$ 188,972.00 | \$ 387,500.00   | \$ 150,000.00 | \$ -         | \$ 23,528.00 | \$ -  | \$ 750,000.00 |
| Percent Per Funding Source   | 18%           | 35%             | 7%            | 5%           | 22%          | 12%   | 100%          |
| TOTAL  | \$ 188,972.00 | \$ 387,500.00   | \$ 150,000.00 | \$ -         | \$ 23,528.00 | \$ -  | \$ 750,000.00 |
| *Items designated CIP reserves and to be noted on financial statements at year end for audit purposes. These items will be purchased in a future year. |               |                 |               |              |              |       |               |

Town of Altavista  
Capital Improvements Program  
FY 2015-2019

**Town of Altavista Capital Improvements Program FY 2015- 2019**

| Page | Department        | Project  | FY2015               | FY2016               | FY2017               | FY2018               | FY2019               | TOTAL                  |
|------|-------------------|--|----------------------|----------------------|----------------------|----------------------|----------------------|------------------------|
|      | Administration    | Replace 2000 GMC Jimmy with similar vehicle            | \$ 27,000.00         |                      |                      |                      |                      | \$ 27,000.00           |
|      | Administration    | Replace Dell PowerEdge S85 - Server 02                 | \$ 8,000.00          |                      |                      |                      |                      | \$ 8,000.00            |
|      | Administration    | Install wireless access points at off site locations   |                      | \$ 33,000.00         |                      |                      |                      | \$ 33,000.00           |
|      | <b>TOTAL</b>      |  | <b>\$ 35,000.00</b>  | <b>\$ 33,000.00</b>  | <b>\$ -</b>          | <b>\$ -</b>          | <b>\$ -</b>          | <b>\$ 68,000.00</b>    |
|      | <b>Department</b> | <b>Project</b>   | <b>FY2015</b>        | <b>FY2016</b>        | <b>FY2017</b>        | <b>FY2018</b>        | <b>FY2019</b>        | <b>TOTAL</b>           |
|      | Avoca             | Paint Museum, office and outbuildings                  | \$ 59,000.00         |                      |                      |                      |                      | \$ 59,000.00           |
|      | Avoca             | Restoration of exterior brick/mortar- kitchen          |                      | \$ 25,000.00         |                      |                      |                      | \$ 25,000.00           |
|      | Avoca             | Restoration of lime plaster in brick kitchen           |                      |                      | \$ 22,000.00         |                      |                      | \$ 22,000.00           |
|      | Avoca             | Re-gravel & tar and seal parking lots                  |                      |                      |                      | \$ 6,500.00          |                      | \$ 6,500.00            |
|      | Avoca             | Remove dying tree in front lawn and grind stump        |                      |                      |                      |                      | \$ 5,000.00          | \$ 5,000.00            |
|      | <b>TOTAL</b>      |  | <b>\$ 59,000.00</b>  | <b>\$ 25,000.00</b>  | <b>\$ 22,000.00</b>  | <b>\$ 6,500.00</b>   | <b>\$ 5,000.00</b>   | <b>\$ 117,500.00</b>   |
|      | <b>Department</b> | <b>Project</b>   | <b>FY2015</b>        | <b>FY2016</b>        | <b>FY2017</b>        | <b>FY2018</b>        | <b>FY2019</b>        | <b>TOTAL</b>           |
|      | Council           | Replace/upgrade Council computers with like technology | \$ 10,000.00         |                      |                      |                      |                      | \$ 10,000.00           |
|      | <b>TOTAL</b>      |  | <b>\$ 10,000.00</b>  | <b>\$ -</b>          | <b>\$ -</b>          | <b>\$ -</b>          | <b>\$ -</b>          | <b>\$ 10,000.00</b>    |
|      | <b>Department</b> | <b>Project</b>   | <b>FY2015</b>        | <b>FY2016</b>        | <b>FY2017</b>        | <b>FY2018</b>        | <b>FY2019</b>        | <b>TOTAL</b>           |
|      | Police            | Replacement of patrol vehicles                         | \$ 32,000.00         | \$ 71,400.00         | \$ 75,000.00         | \$ 78,800.00         | \$ 82,700.00         | \$ 339,900.00          |
|      | Police            | Replace (6) in car video cameras with wireless digital |                      | \$ 40,000.00         |                      |                      |                      | \$ 40,000.00           |
|      | <b>TOTAL</b>      |  | <b>\$ 32,000.00</b>  | <b>\$ 111,400.00</b> | <b>\$ 75,000.00</b>  | <b>\$ 78,800.00</b>  | <b>\$ 82,700.00</b>  | <b>\$ 379,900.00</b>   |
|      | <b>Department</b> | <b>Project</b>   | <b>FY2015</b>        | <b>FY2016</b>        | <b>FY2017</b>        | <b>FY2018</b>        | <b>FY2019</b>        | <b>TOTAL</b>           |
|      | Public Works      | Sidewalk, curb & gutter and drainage                   | \$ 150,000.00        | \$ 150,000.00        | \$ 150,000.00        | \$ 150,000.00        | \$ 150,000.00        | \$ 750,000.00          |
|      | Public Works      | Replace 1998 vacuum leaf vacuum                        | \$ 18,500.00         |                      |                      |                      |                      | \$ 18,500.00           |
|      | Public Works      | Replace 1999 3/4 ton utility body truck                | \$ 30,000.00         |                      |                      |                      |                      | \$ 30,000.00           |
|      | Public Works      | Replace garbage truck                                  |                      | \$ 300,000.00        |                      |                      |                      | \$ 300,000.00          |
|      | Public Works      | Replace 1986 asphalt roller                            |                      | \$ 46,000.00         |                      |                      |                      | \$ 46,000.00           |
|      | Public Works      | Replace 1997 Ford dump truck                           |                      | \$ 100,000.00        |                      |                      |                      | \$ 100,000.00          |
|      | Public Works      | Replace 1997 bucket truck w/ used VDOT surplus         |                      | \$ 50,000.00         |                      |                      |                      | \$ 50,000.00           |
|      | Public Works      | Replace 2000 1/2 ton pickup with compact truck         |                      | \$ 20,000.00         |                      |                      |                      | \$ 20,000.00           |
|      | Public Works      | Construct pole building for road deicing salt          |                      | \$ 30,000.00         |                      |                      |                      | \$ 30,000.00           |
|      | Public Works      | Replace 1988 walk-behind pavement saw                  |                      | \$ 6,500.00          |                      |                      |                      | \$ 6,500.00            |
|      | Public Works      | Replace 1999 Dump Truck                                |                      |                      | \$ 100,000.00        |                      |                      | \$ 100,000.00          |
|      | Public Works      | Replace 2001 3/4 ton 4x4 pick up                       |                      |                      | \$ 28,000.00         |                      |                      | \$ 28,000.00           |
|      | Public Works      | Replace motor grader with newer used model             |                      |                      |                      | \$ 100,000.00        |                      | \$ 100,000.00          |
|      | Public Works      | Replace 1986 2150 tractor/mower                        |                      |                      |                      | \$ 32,000.00         |                      | \$ 32,000.00           |
|      | Public Works      | Replace 1986 850 tractor/mower                         |                      |                      |                      |                      | \$ 33,000.00         | \$ 33,000.00           |
|      | Public Works      | Replace 2004 1/4 ton Pick-up (Shop Truck)              |                      |                      |                      |                      | \$ 28,000.00         | \$ 28,000.00           |
|      | Public Works      | Replace 2004 Street Sweeper                            |                      |                      |                      |                      | \$ 110,000.00        | \$ 110,000.00          |
|      | <b>TOTAL</b>      |  | <b>\$ 198,500.00</b> | <b>\$ 702,500.00</b> | <b>\$ 278,000.00</b> | <b>\$ 282,000.00</b> | <b>\$ 321,000.00</b> | <b>\$ 1,782,000.00</b> |
|      | <b>Department</b> | <b>Project</b>   | <b>FY2015</b>        | <b>FY2016</b>        | <b>FY2017</b>        | <b>FY2018</b>        | <b>FY2019</b>        | <b>TOTAL</b>           |
|      | Recreation        | Community Park equipment & Improvements                | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ -                   |



Town of Altavista  
Capital Improvements Program  
FY 2015-2019

Town of Altavista Capital Improvements Program FY 2015- 2019

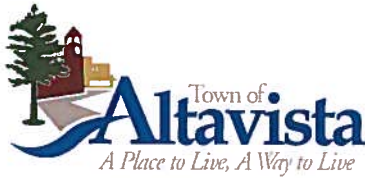
| Department     | Project                                       | FY2015              | FY2016              | FY2017               | FY2018      | FY2019              | TOTAL                |
|----------------|---|---------------------|---------------------|----------------------|-------------|---------------------|----------------------|
| Transportation | Purchase 2 or 3 bus shelters and benches      | \$ 18,000.00        | \$ 12,000.00        | \$ 13,500.00         |             |                     | \$ 43,500.00         |
| Transportation | Purchase computer and monitor for Trans Admin | \$ 2,000.00         |                     |                      |             |                     | \$ 2,000.00          |
| Transportation | Purchase camera monitoring system for 2 buses | \$ 8,000.00         |                     |                      |             |                     | \$ 8,000.00          |
| Transportation | Replacement bus                               |                     | \$ 62,000.00        |                      |             |                     | \$ 62,000.00         |
| Transportation | Bus to expand current system                  |                     |                     | \$ 128,000.00        |             |                     | \$ 128,000.00        |
| Transportation | Replacement bus                               |                     |                     |                      |             | \$ 68,000.00        | \$ 68,000.00         |
| <b>TOTAL</b>   |   | <b>\$ 28,000.00</b> | <b>\$ 74,000.00</b> | <b>\$ 141,500.00</b> | <b>\$ -</b> | <b>\$ 68,000.00</b> | <b>\$ 311,500.00</b> |

| Department   | Project   | FY2015               | FY2016               | FY2017               | FY2018              | FY2019               | TOTAL                  |
|--------------|---|----------------------|----------------------|----------------------|---------------------|----------------------|------------------------|
| Waste Water  | Replace autoclave for main lab                        | \$ 15,000.00         |                      |                      |                     |                      | \$ 15,000.00           |
| Waste Water  | Replace 2 100hp blowers                               | \$ 14,000.00         |                      | \$ 15,000.00         |                     | \$ 15,000.00         | \$ 44,000.00           |
| Waste Water  | Replace polyblend mixer for press system              | \$ 11,000.00         |                      |                      |                     |                      | \$ 11,000.00           |
| Waste Water  | Replace clarifier #3 gear box                         | \$ 15,000.00         |                      |                      |                     |                      | \$ 15,000.00           |
| Waste Water  | Replace Biochemical Oxy. Demand (BOD) Incubator       | \$ 9,000.00          |                      |                      |                     |                      | \$ 9,000.00            |
| Waste Water  | Replace PLC for press system                          | \$ 50,000.00         |                      |                      |                     |                      | \$ 50,000.00           |
| Waste Water  | Replace polymer pumps for press system                | \$ 13,000.00         |                      |                      |                     |                      | \$ 13,000.00           |
| Waste Water  | Replace 1992 International dump truck                 | \$ 90,000.00         |                      |                      |                     |                      | \$ 90,000.00           |
| Waste Water  | Replace plant utility vehicle (Golf Cart)             | \$ 7,000.00          |                      |                      |                     |                      | \$ 7,000.00            |
| Waste Water  | Replace press hydraulic ram                           | \$ 9,000.00          |                      |                      |                     |                      | \$ 9,000.00            |
| Waste Water  | Replace 60hp digester blower                          | \$ 15,000.00         |                      | \$ 15,000.00         |                     |                      | \$ 30,000.00           |
| Waste Water  | Replacement of 40hp pumps and motors at pump stations | \$ 24,500.00         | \$ 25,500.00         | \$ 26,500.00         | \$ 27,500.00        |                      | \$ 104,000.00          |
| Waste Water  | Repair/replace worn & damage asphalt                  |                      | \$ 30,000.00         | \$ 30,000.00         |                     |                      | \$ 60,000.00           |
| Waste Water  | Replace feed pump for press system                    |                      | \$ 22,000.00         |                      | \$ 22,000.00        |                      | \$ 44,000.00           |
| Waste Water  | Repair concrete walls at Riverview & Main Stat.       |                      | \$ 42,000.00         |                      |                     |                      | \$ 42,000.00           |
| Waste Water  | Replace Magnetic Flow Meter at Main Pump Station      |                      |                      | \$ 35,000.00         |                     |                      | \$ 35,000.00           |
| Waste Water  | Replace Air Compressor Solids Handling                |                      |                      |                      |                     | \$ 10,000.00         | \$ 10,000.00           |
| Waste Water  | Purchase 80-foot Clarifier                            |                      |                      |                      |                     | \$ 450,000.00        | \$ 450,000.00          |
| <b>TOTAL</b> |   | <b>\$ 272,500.00</b> | <b>\$ 119,500.00</b> | <b>\$ 121,500.00</b> | <b>\$ 49,500.00</b> | <b>\$ 475,000.00</b> | <b>\$ 1,038,000.00</b> |

| Department   | Project  | FY2015               | FY2016               | FY2017               | FY2018      | FY2019              | TOTAL                |
|--------------|--|----------------------|----------------------|----------------------|-------------|---------------------|----------------------|
| Water        | Tank maintenance and repair                    | \$ 50,000.00         | \$ 50,000.00         | \$ 50,000.00         |             |                     | \$ 150,000.00        |
| Water        | Replace (12) Turbidity meters & applied meters | \$ 65,000.00         |                      |                      |             |                     | \$ 65,000.00         |
| Water        | Replace (2) backwash valves                    |                      | \$ 17,000.00         |                      |             |                     | \$ 17,000.00         |
| Water        | Replace backwash control panel                 |                      | \$ 20,000.00         |                      |             |                     | \$ 20,000.00         |
| Water        | Clean Reed Creek Intake structure              |                      | \$ 46,000.00         |                      |             |                     | \$ 46,000.00         |
| Water        | Replace water actuator valves- filters 1-5     |                      | \$ 30,000.00         |                      |             |                     | \$ 30,000.00         |
| Water        | Install manual transfer switches               |                      | \$ 45,000.00         |                      |             |                     | \$ 45,000.00         |
| Water        | Replace chemical pump                          |                      |                      | \$ 13,000.00         |             | \$ 15,000.00        | \$ 28,000.00         |
| Water        | Replace Staunton River raw water pumps         |                      |                      | \$ 40,000.00         |             | \$ 40,000.00        | \$ 80,000.00         |
| <b>TOTAL</b> |  | <b>\$ 115,000.00</b> | <b>\$ 208,000.00</b> | <b>\$ 103,000.00</b> | <b>\$ -</b> | <b>\$ 55,000.00</b> | <b>\$ 481,000.00</b> |

|   |                      |                        |                      |                      |                        |                        |
|---|----------------------|------------------------|----------------------|----------------------|------------------------|------------------------|
| <b>Total for individual years FY2015-2019</b> | <b>\$ 750,000.00</b> | <b>\$ 1,273,400.00</b> | <b>\$ 741,000.00</b> | <b>\$ 416,800.00</b> | <b>\$ 1,006,700.00</b> | <b>\$ 4,187,900.00</b> |
| <b>Total Unfunded FY2016-2019</b>             |                      |                        |                      |                      |                        | <b>\$ 3,437,900.00</b> |

|   |            |            |            |            |            |             |
|---|------------|------------|------------|------------|------------|-------------|
| <b>Annual Percentage of 2015-2019 CIP</b> | <b>18%</b> | <b>30%</b> | <b>18%</b> | <b>10%</b> | <b>24%</b> | <b>100%</b> |
|---|------------|------------|------------|------------|------------|-------------|



Meeting Date: May 13, 2014

## FINANCE/HUMAN RESOURCES COMMITTEE REPORT



The Finance/Human Resources Committee met on Friday, April 25<sup>th</sup> to discuss items that had been placed on their agenda. The following items are submitted for Council's review/consideration:

I: Request to write off Delinquent Water/Sewer Accounts

Staff forwarded to the Committee a list of delinquent water and sewer accounts that they felt should be written off. There are thirteen accounts that are over five years old totaling \$917.16 and one account for a deceased individual totaling \$80.68. **The Committee recommends that the fourteen water/sewer accounts totaling \$997.84 be written off.** (Attachments: Memo from Finance Director; and List of Accounts to be written off)

**POSSIBLE MOTION:** *"I move that fourteen water/sewer accounts presented in the amount of \$997.84 be written off per staff's request."*

II: Water Improvements Funding Plan

The Committee has reviewed a "draft" financing plan for the seven (7) water distribution improvements estimated at a total of \$10.75 million. The Committee recommends that Council schedule a work session with the consultant to go over the financing plan. Staff will provide a list of possible dates for Council's consideration. (NOTE: Depending on the date selected you may be able to continue this meeting to accommodate the work session.)

**POSSIBLE MOTION:** *I move that Council conduct a work session on (Date/Time) in regard to the water improvements funding plan."*

III: Ivy Acres Water bill waiver request

Staff forwarded information to the Committee regarding an issue related to a water leak at the Commonwealth Mobile Home Park in late 2012. Per Town policy, the owner was granted a utility adjustment at the time of the occurrence. At this time, the owner continues to pay the monthly bill but is not paying the balance (\$1,752.19) of the previous charges. The attached memo from the Finance Director further explains the situation. The owner of the property has requested that the balance be waived. **The Committee recommends that the waiver not be granted and the balance be collected.** (Attachments: Memo from Finance Director; and Information/correspondence related to request)

**POSSIBLE MOTION:** *"I move that the request to waive the balance (\$1,752.19) of the Commonwealth MHP (owner: Ivy Acres, Inc.) utility bill be denied."*

IV: Altavista Revolving Loan Fund request

Staff submitted information relative to an application to the USDA for a Rural Business Enterprise Grant (RBEG) that would establish a revolving loan fund to assist small and emerging private business and industry in Altavista. Information relative to the grant is attached for your review. The grant would be for \$99,500 and the local match would be \$30,000. The Altavista Economic Development Authority (AEDA) has authorized \$15,000 towards the local match and **the Committee recommends that the Town of Altavista contribute \$15,000 as local match.** (Attachments: Memo from ED Director; and Revolving Loan Fund Program information)

**POSSIBLE MOTION: *"I move that \$15,000 be allocated, from General Fund reserves, for the local match of the USDA RBEG grant application."***

IV: FY2015 Budget Discussion (Informational Only)

The Committee held a discussion on Councilman George's proposal to reduce the real estate tax rate by 10%, as well as requesting additional information for consideration of Altavista EMS' capital funding request. No formal action was taken, any additional discussion on the FY2015 Proposed Budget and CIP will be conducted by the full Council.

- Next Finance/HR Committee Meeting: Thursday, May 22<sup>nd</sup> at 8:15 AM in the large conference room of Town Hall.

Members Present: Dalton, Edwards and Ferguson

FINANCE COMMITTEE REPORT ITEM

**Delinquent Water/Sewer Accounts  
write off request**

**Attachment(s):**

- *Memo from Finance Director*
- *List of accounts to requested to be written off*



DATE: April 24, 2014

MEMO TO: Finance Committee

FROM: Tobie Shelton

RE: Delinquent Water and Sewer Accounts

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Attached is a listing of delinquent water and sewer accounts which are over five years old. Our efforts to collect the delinquent billings have been unsuccessful. Annually we request Council to consider writing off and adjusting our financial records.

We have fourteen accounts over five years old totaling \$977.66; and one account for a deceased individual totaling \$80.68. The total write-off proposal is \$1,058.34.

I respectfully request Council's approval to write-off. We would like to clear these outstanding invoices within the current fiscal year.

Thank You.

PROPOSED WRITE-OFF

DELINQUENT WATER & SEWER ACCOUNTS

April 24, 2014

**ACCOUNTS OVER FIVE YEARS OLD**

| <b><u>Name</u></b>          | <b><u>Date Account Closed</u></b> | <b><u>Amount Past Due</u></b> |
|-----------------------------|-----------------------------------|-------------------------------|
| Monique Bonds               | February 2, 2009                  | \$ 60.50                      |
| Andrea Dawson               | November 03, 2004                 | \$ 2.16                       |
| Alexandria Regina Glover    | January 22, 2009                  | \$ 29.86                      |
| Golden Star                 | November 5, 2008                  | \$ 70.25                      |
| Heather Goodman             | October 22, 2008                  | \$ 54.28                      |
| Mary's Country Store & Deli | December 30, 2008                 | \$ 75.98                      |
| Peggy McCall                | November 6, 2008                  | \$ .02                        |
| Charlie Rosser              | June 27, 2008                     | \$ 79.61                      |
| Tina Saunders               | January 22, 2009                  | \$ 86.26                      |
| Mergretha Smith             | December 16, 2008                 | \$ 13.50                      |
| Susan Taylor                | January 26, 2009                  | \$ 39.51                      |
| Alexander Waller            | May 5, 2009                       | \$ 397.94                     |
| Douglas Burton              | November 6, 2008                  | \$ 42.41                      |
| Chris Zurawski              | September 3, 2008                 | <u>\$ 25.38</u>               |
| Sub-total                   |                                   | \$ 977.66                     |

**DECEASED INDIVIDUALS**

| <b><u>Name</u></b> | <b><u>Date Account Closed</u></b> | <b><u>Amount Past Due</u></b> |
|--------------------|-----------------------------------|-------------------------------|
| William Payne      | July 27, 2009                     | \$ 80.68                      |
| GRAND TOTAL        |                                   | \$1,058.34                    |

FINANCE COMMITTEE REPORT ITEM

**Ivy Acres Water bill  
waiver request**

**Attachment(s):**

- ***Memo from Finance Director***
- ***Information/correspondence related to request***



DATE: April 24, 2014

MEMO TO: Finance Committee

FROM: Tobie Shelton

RE: Request from Ivy Acres, Inc. (Commonwealth Trailer Park)

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In a letter I received from Letise Baldwin, President of Ivy Acres, Inc. as well as in a phone call with Ms. Baldwin on April 1, 2014, she is requesting the Town waive the outstanding balance of \$1,752.19 that remains on the water account for the mobile home park.

A brief history:

The water account for the Commonwealth Trailer Park is billed monthly. There is one meter for the entire mobile home park; individual homes are not metered.

In a letter dated November 8, 2012 (attached), Ms. Baldwin requested an adjustment to the November 2012 utility bill due to a busted water pipe belonging to a tenant of the MHP. An adjustment was given in the amount of \$483.58. The following month, in a letter dated December 18, 2012 (attached), Ms. Baldwin requested another adjustment, this time to the December bill for a water pipe break on the main line in the MHP. Ms. Baldwin was denied a second adjustment based on the water/sewer adjustment policy in the Town Code. In a letter dated February 16, 2013 (attached), Ms. Baldwin requested we reverse the adjustment on the November bill and apply the adjustment to the December bill. Although adjustments are not typically reversed, we did approve Ms. Baldwin's request to reverse the adjustment to the November bill and apply the adjustment policy to the December 2012 bill in the amount of \$995.12.

Ms. Baldwin continues to make monthly payments to the water account; however leaving a balance due of \$1,752.19. This outstanding balance is the combination of the remaining balance of the October 2013 bill and the full amount of the November 2013 bill.

I spoke to Ms. Baldwin on April 1, 2014 regarding her outstanding balance of \$1,752.19. She stated she did not feel responsible for the outstanding balance. I explained to her the Town's utility adjustment policy allows only one adjustment in any calendar year and an adjustment was given on her December 2012 bill. She stated she did not want an adjustment, she was requesting the balance of \$1,752.19 to be waived and she referenced a letter dated January



2014. I requested Ms. Baldwin fax me a copy of the letter because I did not receive it (attached). Ms. Baldwin also faxed over the cost of replacing the water lines at the MHP.

Staff is seeking the Committee's direction at this time.

Please advise if there are any questions.

IVY ACRES, INC.  
P.O. BOX 716  
MONETA, VA 24121  
540-297-8403  
540-297-6501 - Fax

November 8, 2012

Town of Alta Vista  
510 Seventh St  
PO Box 420  
Altavista, VA 24517

To Whom It May Concern,

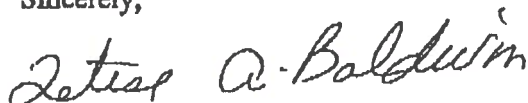
Re: Account 5439-49525

We recently received an invoice for water in the amount of \$1,070.46 which is much higher than our normal bill. Upon investigation, we discovered that one of our tenants at Commonwealth MHP had a significant water leak due to a busted water pipe while they were out of town for 3 days. The water leak has been repaired and we are seeking some sort of relief on our water bill as this was out of our control. Please contact me as soon as possible and let me know if there is anything you can do on this.

I'd like to straighten this out as soon as possible, and will wait to send the check until I hear from you.

Thank you for your prompt attention to this matter.

Sincerely,



Letise A. Baldwin  
President  
IVY ACRES, INC.

IVY ACRES, INC.  
P.O. BOX 716  
MONETA, VA 24121  
540-297-8403  
540-297-6501 - Fax

December 18, 2012

Town of Alta Vista  
510 Seventh St  
PO Box 420  
Altavista, VA 24517

RE: ACCT#5439-49525

To Whom It May Concern,

I am writing to request relief on the current water bill for this month because we had an extensive water pipe break on the main line between the homes located at 414 Rail Line Drive and 412 Rail Line Drive in the Commonwealth MHP. The pipes have been repaired and the problem should be solved now. I realize you just gave us relief last month but that was due to a tenant having a water pipe break in their home while they were out of town and had nothing really to do with us other than it was our responsibility to pay the water bill. This was our issue but, hopefully, you can help us again.

Thank you,



Letise A. Baldwin  
President  
IVY ACRES, INC.

IVY ACRES, INC.  
P.O. BOX 716  
MONETA, VA 24121  
540-297-8403  
540-297-6501 - Fax

February 16, 2013

Town of Alta Vista  
510 Seventh St  
PO Box 420  
Altavista, VA 24517

RE: Account #5439-49525

To Whom It May Concern,


I am enclosing copies of previous letters I have sent requesting relief from our excessive water bills due to water leaks. You did grant us relief on the first one of \$ 483.58 but have refused to give us relief on the second one since you had already granted us the first one. The first one was the responsibility of one of our tenants as they had an interior water pipe break while they were out of town. The second one, however, was a water pipe break that was our issue and resulted in a far larger water bill. We would request that you give us relief on the second water bill instead of the first. We will bill the tenant for the increased water bill from the first issue and they can turn it over to their Homeowner's Insurance and pay us for that water.

In addition, both of these issues were from water pipes breaking and none of the additional water went in to the sewer system.

I am enclosing a check for the \$483.58 owed from the November water leak and \$500.00 for each of January and February 2013 water bills for a total of \$1,483.58. Please review our water usage record and credit us for the balance of the bill due. We absolutely cannot afford to pay this additional water bill.

If you have any questions or need to talk to me, I can be reached at the above address and phone number. I appreciate your consideration in this matter.

Sincerely,

  
Letise A. Baldwin  
Secretary/Treasurer  
IVY ACRES, INC.

This is the full statement of the Water  
line replacement at Commonwealth mHP  
including New Seed & Gravel for Rds.

Thanks .

Letise Baldwin

ATT Treasurer

Apr 08 14 03:54p  
Mar 19 14 05:41p

Letise Baldwin  
Laura

5402976501  
540-297-5283

p.2  
p.1

IVY ACRES, INC.  
P.O. BOX 716  
MONETA, VA 24121  
540-297-8403  
540-297-6501 - Fax

January 22, 2014

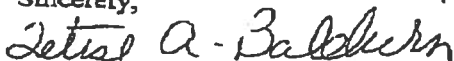
Town of Alta Vista  
510 Seventh St  
PO Box 420  
Altavista, VA 24517

RE: ACCT #5439-49525

To Whom It May Concern:

I am writing this letter to request a waiver of the past due balance of \$1,752.19 on the above referenced account. As you can see from previous water bills and the current water bill, we have been paying an exorbitant amount for our water for the past year or so due to underground leakages which have consistently worsened over time. We just spent close to \$15,000.00 to replace all the water lines in the community. While we obviously used the water, we did not use the sewers for all this water. Because of this, we would appreciate your considering waiving these charges. Please let me know what you decide.

Sincerely,



Letise A. Baldwin  
Secretary/Treasurer  
IVY ACRES, INC.

6:00 PM

04/03/14

Cash Basis

**IVY ACRES, INC.**  
**Transaction Detail By Account**  
**October 17, 2013 through April 3, 2014**

| Date                                   | Num   | Name                  | Memo               | Class     | Paid Amount |
|--|-------|-----------------------|--------------------|-----------|-------------|
| <b>674 - Repairs &amp; Maintenance</b> |       |                       |                    |           |             |
| 10/17/2013                             |       | B and D Construction  | met with wat...    | Common... | 100.00      |
| 10/24/2013                             | 20065 | Leonard DeMonte       | backhoe wor...     | Common... | 875.00      |
| 10/24/2013                             | 20164 | B and D Construction  | water leak         | Common... | 800.00      |
| 10/24/2013                             | 20151 | Letise A. Baldwin     | rountrey           | Common... | 2.06        |
| 10/24/2013                             | 20151 | Letise A. Baldwin     | rountrey           | Common... | 26.56       |
| 10/24/2013                             | 20151 | Letise A. Baldwin     | english for pl...  | Common... | 72.49       |
| 10/24/2013                             |       | Lowes                 | 10/23 plbg sp...   | Common... | 33.57       |
| 10/24/2013                             |       | Lowes                 | 10/23 plbg sp...   | Common... | 14.99       |
| 10/24/2013                             |       | Lowes                 | 10/23 returns      | Common... | -14.99      |
| 10/24/2013                             |       | Lowes                 | 10/23 returns      | Common... | -33.57      |
| 10/25/2013                             | 3376  | Frank Dudly           | water leak         | Common... | 263.35      |
| 10/31/2013                             |       | L. Baldwin            | misc receipts      | Common... | 191.97      |
| 10/31/2013                             |       | B and D Construction  | water lines        | Common... | 800.00      |
| 10/31/2013                             | 20127 | Leonard DeMonte       | water lines        | Common... | 2,480.00    |
| 11/02/2013                             | 3380  | Frank Dudly           | water leak         | Common... | 54.00       |
| 11/05/2013                             |       | Moneta Farm Service   | 10/21 plbg sp...   | Common... | 125.28      |
| 11/05/2013                             |       | Moneta Farm Service   | 10/22 plbg sp...   | Common... | 5.40        |
| 11/05/2013                             |       | Moneta Farm Service   | 10/22 gloves       | Common... | 8.41        |
| 11/05/2013                             |       | Moneta Farm Service   | 10/29              | Common... | 47.02       |
| 11/05/2013                             |       | Moneta Farm Service   | 10/29              | Common... | 632.98      |
| 11/05/2013                             |       | Moneta Farm Service   | 10/28              | Common... | 102.80      |
| 11/05/2013                             |       | Moneta Farm Service   | 10/25              | Common... | 36.60       |
| 11/05/2013                             |       | Moneta Farm Service   | 10/25              | Common... | 10.06       |
| 11/06/2013                             |       | B and D Construction  | water lines        | Common... | 620.00      |
| 11/08/2013                             | 20146 | L. Baldwin            | water leak         | Common... | 440.77      |
| 11/12/2013                             | 20160 | Leonard DeMonte       | water lines        | Common... | 1,186.00    |
| 11/16/2013                             |       | B and D Construction  | water lines        | Common... | 304.00      |
| 11/16/2013                             |       | L. Baldwin            | 11/11 rountrey     | Common... | 17.26       |
| 11/19/2013                             |       | Lowes                 | 10/23 plbg sp...   | Common... | 381.77      |
| 11/19/2013                             |       | Lowes                 | 10/23 plbg sp...   | Common... | 170.52      |
| 11/20/2013                             | 20134 | Campbell County PL... | bidg permit        | Common... | 25.50       |
| 11/23/2013                             | 20193 | Frank Dudly           | water leak         | Common... | 26.50       |
| 11/23/2013                             | 20192 | Letise A. Baldwin     | misc receipts...   | Common... | 216.70      |
| 11/25/2013                             | 20194 | chase c/c             | 11/22 englishs     | Common... | 77.94       |
| 11/25/2013                             | 20161 | L. Baldwin            | misc receipts      | Common... | 191.86      |
| 12/16/2013                             |       | Lowes                 | water lines        | Common... | 8.48        |
| 12/16/2013                             |       | Lowes                 | returns            | Common... | -8.48       |
| 12/18/2013                             |       | Lowes                 | water lines        | Common... | 234.32      |
| 12/18/2013                             |       | Lowes                 | water lines        | Common... | 57.36       |
| 12/18/2013                             |       | Lowes                 | water lines        | Common... | 97.83       |
| 12/19/2013                             |       | B and D Construction  | water leak         | Common... | 1,000.00    |
| 12/24/2013                             |       | Moneta Farm Service   | 11/4 water lin...  | Common... | 124.94      |
| 12/24/2013                             |       | Moneta Farm Service   | 11/2 water lin...  | Common... | 153.14      |
| 12/24/2013                             |       | Moneta Farm Service   | 11/4 water leak    | Common... | 25.90       |
| 12/24/2013                             |       | Moneta Farm Service   | 11/9 elec          | Common... | 14.00       |
| 12/24/2013                             |       | Moneta Farm Service   | 11/19 plbg         | Common... | 35.83       |
| 12/24/2013                             |       | Moneta Farm Service   | 11/20 plbg         | Common... | 99.42       |
| 12/24/2013                             |       | Moneta Farm Service   | 11/22 plbg         | Common... | 14.10       |
| 12/24/2013                             |       | Moneta Farm Service   | 11/23 valve b...   | Common... | 138.97      |
| 12/24/2013                             |       | Moneta Farm Service   | 11/21 misc         | Common... | 13.67       |
| 12/24/2013                             |       | Moneta Farm Service   | 11/25 WATE...      | Common... | 140.03      |
| 01/02/2014                             |       | Lowes                 | water lines        | Common... | 15.00       |
| 01/09/2014                             |       | B and D Construction  | water leak         | Common... | 793.50      |
| 01/09/2014                             |       | chase c/c             | 11/23 dlth w...    | Common... | 79.00       |
| 01/09/2014                             |       | B and D Construction  | water leak         | Common... | 250.00      |
| 01/09/2014                             |       | Moneta Farm Service   | 12/6 water leak    | Common... | 109.19      |
| 01/09/2014                             |       | Moneta Farm Service   | 12/5 water leak    | Common... | 112.04      |
| 01/09/2014                             |       | B and D Construction  | septic lines bl... | Common... | 40.00       |
| 01/09/2014                             |       | B and D Construction  | seed & straw ...   | Common... | 750.00      |
| 01/09/2014                             |       | Moneta Farm Service   | 12/13 water l...   | Common... | 47.02       |
| 01/09/2014                             |       | Moneta Farm Service   | 12/13 hydraul...   | Common... | 34.74       |
| 01/09/2014                             |       | Moneta Farm Service   | 12/16 straw        | Common... | 25.01       |
| 01/09/2014                             |       | B and D Construction  | WATER LEAK         | Common... | 240.24      |
| 01/27/2014                             |       | B and D Construction  | WATER LEAK         | Common... | 240.00      |
| 02/02/2014                             |       | Lowes                 | 1/7 water leak     | Common... | 20.94       |
| 02/09/2014                             | 20188 | Leonard DeMonte       | water lines        | Common... | 125.00      |
| 02/13/2014                             |       | Moneta Farm Service   | 1/4 TOOLS          | Common... | 66.02       |

6:00 PM

04/03/14

Cash Basis

**IVY ACRES, INC.**  
**Transaction Detail By Account**  
**October 17, 2013 through April 3, 2014**

| Date                              | Num | Name                   | Memo              | Class     | Paid Amount      |
|-----------------------------------|-----|------------------------|-------------------|-----------|------------------|
| 02/13/2014                        |     | Kerry Creasey Hauli... | gravel due to ... | Common... | 650.61           |
| 02/13/2014                        |     | Moneta Farm Service    | 1/28 plbg         | Common... | 4.00             |
| 02/26/2014                        |     | Sears Mastercard       | dump cart         | Common... | 168.47           |
| 02/26/2014                        |     | B and D Construction   | excavation & ...  | Common... | 450.00           |
| 03/03/2014                        |     | Kerry Creasey Hauli... | gravel due to ... | Common... | 676.88           |
| 03/07/2014                        |     | Moneta Farm Service    | 2/12 generat...   | Common... | 22.65            |
| 03/07/2014                        |     | Moneta Farm Service    | 2/24 seed         | Common... | 33.01            |
| 03/07/2014                        |     | Moneta Farm Service    | 2/25 straw        | Common... | 57.02            |
| Total 674 · Repairs & Maintenance |     |                        |                   |           | 17,452.65        |
| <b>TOTAL</b>                      |     |                        |                   |           | <b>17,452.65</b> |




FINANCE COMMITTEE REPORT ITEM

## **Altavista Revolving Loan Fund Request**

**Attachment(s):**

- ***Memo from ED Director***
- ***Revolving Loan Fund Program  
information***

Memo

To: Waverly Coggsdale  
Fr: Megan Lucas   
Re: Altavista Revolving Loan Fund Request  
Date: April 21, 2014

The Office of Economic Development is applying for a USDA Rural Business Enterprise Grant (RBEG) to finance and facilitate development of small and emerging private business and industry in Altavista. The RBEG grant is used to establish revolving loan funds (RLF). Eligibility is limited to public bodies and nonprofit corporations in rural areas and priority is given to communities of 25,000 and smaller and economically distressed.

When our application is approved we will receive \$99,500 to establish the Altavista Revolving Loan Fund, however, we are required to show non-federal contributions to the fund. To ensure that we receive the full grant amount of \$99,500 we need to contribute at least \$30,000 into the RFL. I would like to request that the Town contribute \$15,000.00 to the RLF; the additional \$15,000.00 has been requested and approved from the AEDA Executive Board. As with all things related to the Federal Government we are completing an extensive application that will be scored according to the USDA RBEG guidelines. The non-federal contribution elevates our points making up for the areas where we are not eligible to receive points.

I've attached the ***Altavista RLF Scope of Work*** for your review, it outlines our program. In January Mayor Mattox introduced me to Mr. Joe Boatwright, Rural Business Specialist, USDA Rural Development who informed us of this opportunity. Mr. Boatwright thinks that we have a very good chance to receive this grant which would establish the Altavista RLF but we need to have the application to him by April 30<sup>th</sup> therefore I'm respectfully requesting a quick response. I understand that we don't have a Council meeting prior to the 30<sup>th</sup> but I can complete the application if the Finance Committee gives tentative approval to move the discussion to the Town Council.

The establishment of the Altavista Revolving Loan Fund is a key component to two of the Economic Development Strategic Plan goals: **incentives** (this will be another tool in our incentive toolbox) and encouraging **entrepreneurism**.

## **Altavista Low-Interest Revolving Loan Program**

### **Background Information:**

The Town of Altavista recognizes the difficulty of many in securing capital for a business start up or expansion. To address that need, the Town of Altavista seeks to establish a low-interest business revolving loan program. The program is designed to assist entrepreneurs, with capital needs as well as act as a gap financing program, while income catches up with a new or expanded venture. It will also serve to encourage personal investment and lending by traditional banking or lending institutions. Equally important, the loan program is intended to stimulate job creation and help to fill empty or underutilized commercial buildings.

### **Administration of Revolving Loan Program:**

Altavista's Revolving Business Loan Program will be administered by Megan Lucas, Director of Economic Development, for the Town of Altavista. Altavista's first full-time director, Ms. Lucas was hired, in 2013, following a comprehensive strategic planning process and demonstrating the Town's commitment to business and job growth in Altavista.

Ms. Lucas is a seasoned community and economic development professional. Her career in the industry spans more than 15 years and includes the States of Tennessee, Nebraska and Virginia. She provided leadership for 16 years in community and economic development, as the CEO of the Tullahoma Tennessee and Bellevue Nebraska Chambers of Commerce.

For eleven years, Ms. Lucas was the CEO and President of the Bellevue Chamber of Commerce, in Bellevue, Nebraska, where she received her Chamber certification from the US Chamber of Commerce and her Certification in Economic Development from the International Economic Development Council. While in Nebraska, she was charged with a broad focus that included military and government affairs, defense relations, business retention and expansion, including capital funding programs.

Ms. Lucas is a member of the US Chamber of Commerce Institute Board of Regents, and Vice Chair of the US Chamber of Commerce Curriculum Committee. She has been a US Chamber Institute Instructor for four years, teaching: Volunteer Management, Marketing Strategies and Economic Development.

### **Program Specifics**

**Eligible Area:** Altavista VA - Town Wide

- Loan Amounts:** Up to \$10,000 for start up businesses and expansion of existing businesses. (The Grant Review Committee reserves the right to consider larger grant awards that might result in substantial job increases to the Town, and micro-loans for specific smaller projects.)
- Application fee:** \$25.00 (refundable if loan is not awarded)
- Loan Terms:** Interest at prime, minus 1%, for a period of 60 months. No prepayment penalty. Funding sources include RBEG program funding, plus any other financing that will go into the project, including, but not limited to, bank financing and owner cash. An 80/20 match is required.
- Match Eligibility:** An 80/20 match is required per loan amount, and can be an 80/20 cash match of the loan amount, or in-kind, or a combination of cash and in-kind. In-kind matches may include donated labor construction costs, directly related to the eligible aspects of the specified project, that are quantifiable and can be determined at current labor costs, as well as costs of signage, and donated supplies, that can be quantified and verified through purchase receipts or determination of current market value. In-kind match may also include certain ineligible costs of a total building project, including plumbing, electrical, HVAC or renovations of the public portions of a building. These costs must be quantifiable and verified through purchase receipts or a determination of current market value of labor and/or supplies.
- Loan Fees:** Each loan will be assessed a one-time servicing fee of 5 percent of the total loan amount. A late fee of an additional 5% of the payment amount, will be imposed, if not paid by the 15<sup>th</sup> of the month.
- Payments Due:** 1<sup>st</sup> day of each month
- Loan Security:** The applicant must provide sufficient evidence that the amount of funds requested is necessary for the project to succeed. The evidence may include showing a gap in available conventional or personal funding. Applicant must demonstrate the ability to repay the Town's loan and provide adequate collateral for securing a loan.

**Eligible Projects:** Funds may be used to finance and develop existing and emerging private business enterprises. Costs that may be paid include acquisition and development of land, construction and renovation of buildings, plans, equipment, parking areas, utility and service extensions, refinancing fees, technical assistance, start up operating cash and working capital, and adult work force training.

Existing and emerging private business enterprises are defined as businesses with less than \$1 million in gross revenue; less than 50 new jobs being created as a result of the project, and a business that has or will utilize technological innovations and commercialization of new products that can be produced or manufactured in a rural area.

**Ineligible Projects:** Production of agricultural products through growing, cultivating and harvesting either directly or through horizontally integrated livestock operations, except for commercial nurseries or timber operations; comprehensive area type planning, development of a proposal that may result in the transfer of jobs or business activity from one area to another. However, a new branch or subsidiary of a business may be considered. Development of a proposal which may result in an increase of goods, materials, commodities, services or facilities in an area when there is not sufficient demand. Refinancing of existing debt.

**Application Process:**

Each year, the Town will forecast the amount of principal that will be available for grant distribution for that year. This amount may vary if early payoffs or defaults have occurred.

Business owners submit a pre-grant application and a full application form, with any necessary attachments to Megan Lucas, Director, Economic Development Department, Town of Altavista. If application is for construction, the applications must include at least three bona fide quotes from qualified contractors, installers or specialists. The quotes must be valid for at least 60 days following the loan pool application date.

A review committee will evaluate the applications that have been received. The Altavista Economic Development Authority Board of Directors will serve as the review committee. The Board is comprised of finance, business, education and Town representatives.

If loan funds requested in the applications exceed the available amount, the committee may use a rating system to determine which projects will receive funding. The committee may opt to fund all projects at an amount that is less than what was requested, or may select fewer projects that best meet the eligibility requirements.

If the construction contract amount is more than the amount of the loan, the property owner is to provide this additional money to the Town of Altavista prior to the beginning of the project. Construction is to be completed within 60 days. The contractor may make two pay requests: the first when the project is 50 % complete, and the second when the project is 100 % complete. A 10 % retainer is withheld from each pay request, and is released upon certification of completion. Each pay request is to be approved by the business or property owner and the Town of Altavista. The Town of Altavista issues payments to the contractor according to its normal payment schedule, typically within 14 days of receipt of pay request.

The Town will market the RLF program by direct contact and outreach with local businesses. In addition, the program will be advertised on the Town's website, as well as the websites of Altavista on Track, the Town's Virginia Main Street Program, and the Altavista Area Chamber of Commerce. Notices will also be executed in the local newspapers, and via other social media.

The Town of Altavista is not a party to the construction contract; the contract is between the property owner and the contractor. The Town of Altavista is merely the funding source.

**Default of Loan:** In the event of a recovery of loan principal following a default on the deed of trust by a property owner, the recovered amount will be re-deposited into the loan pool.

**Contact Information:**

Megan Lucas, CEcD, IOM  
Director of Economic Development  
Town of Altavista  
P O Box 420  
510 Seventh Street  
Altavista VA 24517  
Phone: 434.369-5001  
Email: malucas@altavistava.gov



## PUBLIC WORKS/UTILITY COMMITTEE REPORT



The Public Works/Utility Committee met on Wednesday, April 30<sup>th</sup> to discuss items that had been placed on their agenda. The following items are submitted for Council's review/consideration:

I: WWTP Emergency Overflow Pond – PCB issues (Action Requested)

A: The Committee discussed the ongoing implementation of Plot #7. At this point approximately 120 “whips” have been planted and a testing grid has been established which will have 16 test points with each “columnar plug” divided into two samples (lower 6” and higher 6 – 12”). The Committee discussed the possibility of purchasing additional trees from Dr. Licht for this plot. Staff is gathering information on this item to be presented by the Committee at the Council meeting. **(Action to purchase additional trees would be required.)**

B: The Committee continued previous discussions regarding the feasibility of conducting a work session that would focus the on-going research efforts at the EOP. The Committee decided that the July/August timeframe would be best. It is anticipated that this would be an opportunity to provide a status report and discuss the plan for continuing to move forward. **(Action, at some point, would be needed to set a date/time for the work session.)**

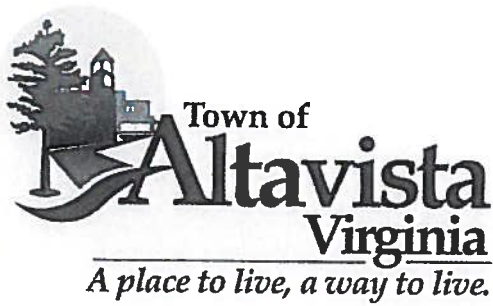
II: Street Closure – 10<sup>th</sup> Street – First Baptist Church

The Committee reviewed a request by First Baptist Church to close a portion of 10<sup>th</sup> Street during their joint Vacation Bible School with Altavista Presbyterian Church. The request is for the portion of 10<sup>th</sup> Street from Bedford Avenue to the Commonwealth Alley on Sunday, June 22<sup>nd</sup> from 4 – 8 p.m. and for Monday – Wednesday, June 23<sup>rd</sup> – 25<sup>th</sup> from 6 – 8 p.m. The Committee recommends that the request to close a portion of 10<sup>th</sup> Street on the requested dates/times be granted.

**POSSIBLE MOTION: “I move that the request of First Baptist Church for the closure of a portion of 10<sup>th</sup> Street, as outlined, be granted.”**

III: Other Items

The Committee has tasked staff with reviewing the staffing of the Utility Departments (Water and Wastewater).



## MEMORANDUM

**To:** Waverly Coggsdale, Town Manager

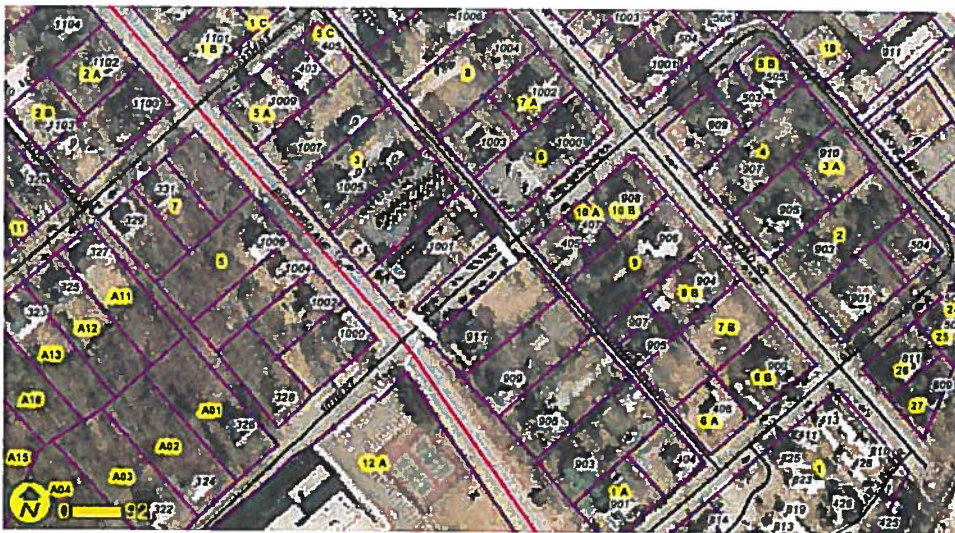
**From:** Dan Witt, Assistant Town Manager

**Date:** April 24, 2014

**Re:** Street Closure Request

Johelen Martin has requested permission to close 10<sup>th</sup> Street between Bedford Avenue and Commonwealth Drive on the following dates and times: June 22<sup>nd</sup> 4-8PM; June 23<sup>rd</sup>, 24<sup>th</sup> & 25<sup>th</sup> from 6-8PM. First Baptist Church and Altavista Presbyterian Church will be holding Vacation Bible School on those dates and 60+ children typically attend and cross this section of 10<sup>th</sup> Street between the church and play area. Closing the street makes this a safer situation for the children.

If the Town will approve this request and provide barricades the VBS volunteers will take care of placing the barricades in the street and removing them each evening.





## MEMO

To: Mayor & Town Council

Fr: Megan Lucas, Economic Development Director

Date: May 2014

RE: Review of AEDA Action Plan & Town Strategic Work Plan Goals for ED Dept.  
*September 2012 – May 2014*

### CAPACITY BUILDING

#### Action

- ✓ Town Manager, in consultation with the AEDA, prepares a budget and job description for a town-employed economic developer. Standard procedures to be used to recruit an economic developer, as soon as the Action Plan is approved by Council. **completed**
- ✓ Economic Developer position approved by Council and employed as close as possible to January 1, 2012. **completed**
- ✓ Town Manager designates office space, staff support, etc. **completed**
- ✓ Economic Developer to attend a “Basic Course” in economic development during his/her first year of employment. (not necessary, *Town Manager hired an already certified Economic Developer*)
- ✓ Economic Developer assigned duties in support of AEDA outlined in the Action Plan, plus normal administrative responsibilities of other Town employees as determined by the Town Manager. **completed**

#### Measurable for First Year

- Economic Developer to prepare annual report at/near end of fiscal year comparing actual accomplishments to the measurable objectives specified in each component of the ACTION PLAN. Report reviewed by Council and AEDA.
- Annual report to propose ACTIONS and measurable for the ensuing year.
- ✓ Town Manager to evaluate performance of economic developer per requirements placed on Town employees. **completed**
- ✓ Economic Developer to report to and consult with AEDA on components of ACTION PLAN on bi-monthly basis, or more often as circumstances warrant. *The Economic Development director reported monthly on the action plan via written Town Council report.* **completed**

#### Comprehensive Plan Objectives Addressed

- Entire economic development section of Comprehensive Plan.

## NETWORKING

### Action

- ✓ Host an initial meeting of Altavista-based economic development participants to introduce the local program (representatives from CVCC, Altavista On Track (AOT), Altavista Area Chamber of Commerce, electric power companies, YMCA, public education, banks, and others to be identified). **completed**
- ✓ Join Chamber and AOT. **completed**
- ✓ Join Region 2000 Economic Developer Directors Committee. **completed**
- ✓ Participate in information meetings of Virginia Economic Development Partnership (VEDP), and professional development activities of the Virginia Economic Developers Association. **completed**
- ✓ Visit with each of the persons listed in Attachment A. **completed and ongoing**
  - ✓ VEDP
  - ✓ Virginia Dept. of Business Assistance
  - ✓ Virginia Tobacco Commission
  - ✓ Mid-Atlantic Broadband Cooperative
  - ✓ VEDA
  - ✓ Region 2000 Economic Development Council
  - ✓ Center for Advanced Engineering & Research
  - ✓ Region 2000 Business Development Center
  - ✓ Dominion Virginia Power
  - ✓ Southside Electric Cooperative
  - ✓ Campbell County Economic Development
  - ✓ Pittsylvania County Office of Economic Development
  - ✓ Lynchburg Regional Chamber of Commerce

### Measurable for First Year

- ✓ Visit with each of Attachment A persons within first 6 months. **completed**
- ✓ Join Region 2000 Economic Developer Directors Committee within 2 months. **completed**
- ✓ Host initial meeting with Altavista participants within 2 months. **completed**
- ✓ Participate in at least 2 of the VEDP quarterly meetings and one VEDP professional development meeting. **completed**
- ✓ Join Altavista Chamber and AOT in first month. **completed**
- ✓ Attended VEDA Conferences and Training, IEDC Conferences and training, SEDC Conference and Meet the Consultants events, VEDP functions, Regional meetings and functions **completed**
- Provide program to business and/or community group on Altavista economic development at least quarterly.

## EXISTING BUSINESS RETENTION AND EXPANSION

### Actions

- ✓ Identify and develop a data base on all “basic” and major supporting businesses in Altavista area (3 mile radius). **completed**
- ✓ Schedule 1+ hour visits with highest-placed representative of firms as is possible. Priorities are (1) “basic” businesses such as manufacturers, regional service companies, call centers, etc. (2) financial institutions, transportation firms, etc., and (3) major retailers and supporting institutions. Information highlighted on Attachment B should be obtained and recorded by the economic developer. **completed**
  - Had one on one meetings and tours of the following industries: **completed**
    - ✓ Abbott
    - Bennett’s Mechanical
    - ✓ BF
    - ✓ Graham Packaging
    - ✓ Intersections
    - LC Trucking
    - ✓ Mid-Atlantic
    - ✓ Moore’s
    - ✓ PCM
    - ✓ Rage
    - Schrader
    - ✓ Timken
    - ✓ Yeats Trucking
- ✓ Prepare a written course of initial action for any visit where action by the Town is appropriate. Revisions and updates to be noted as they occur. **completed**

### Measurable for First Year

- ✓ Basic and major supporting businesses identified in first month of program. **completed**
- ✓ 26 employer visits conducted in first ten (10) months. **completed**
- Short, concise report prepared on each visit, as well as course of action for visits requiring subsequent town assistance.
- Two annual education/information programs targeted to existing Altavista businesses, in collaboration with Chamber, CVCC, VTI, etc.
- Economic developer to have had role in creating 50 new, full-time jobs among existing employers
  - ✓ **Working with one start-up: \$1.4 million capital investment 6 full-time employees**
  - ✓ **Working with one company expansion: \$13 million capital investment, 15-20 full-time employees**
  - ✓ **Working with one company expansion: 30,000+ square foot addition**

### Additional:

- ✓ Hosted Industry Appreciation Month which included Industry Inventory printed in the Altavista Journal, Plant Manager Breakfast, HR Managers Lunch, Radio
- ✓ Received 14 RFI’s (requests for information) responded to 3
- ✓ Met with land owners

## PRODUCT DEVELOPMENT

### Action

- Develop a formal or informal agreement/relationship with the Pittsylvania County Economic Development office that will allow the Altavista Economic Developer to represent the Kloppman building and encourage the Pittsylvania County Economic Developer to seek Altavista's support with prospect development. **active**
  - ✓ Met with Pittsylvania County
  - ✓ Met with owners of Kloppman site
- Meet with Schwarz and Schwarz at the Asheboro offices and review other projects undertaken by the firm. Visit one or two other sites with EDA members where Schwarz and Schwarz has redeveloped old textile and furniture buildings for industrial re-use. Partner with Schwarz and Schwarz on the development of a re-use plan for the Lane building. Among the questions to be answered are partial building demolition, open land for new facilities, on-site vehicle circulation, utility service, building space to be available for lease, and possible assistance for the Town. This entire process should be completed within 6 months. **active**
  - ✓ Met and communicated regularly with Schwarz and Schwarz.
  - ✓ Coordinated between Schwarz & Schwarz with Dominion to find solutions to Schwarz' power needs
  - ✓ Currently assisting Schwarz and Schwarz with an upcoming transition, making multiple contacts and introductions on their behalf.
- Have appointed subcommittee of AEDA evaluate and recommend to AEDA and Town Council one or more 20+ acre sites for purchase and/or option. Process to be conducted and submitted simultaneously with Action Plan to Council for approval and funding. Evaluate the possibilities (cost-benefit analysis) inside and outside the town as identified by the consultant. Determine if Altavista has the resources to pursue purchasing, optioning, or a partnership at one or more of the locations. Conclude necessary actions to gain control of one or more sites. This process will likely take the entire initial year of the economic developer's employment. **active**
  - ✓ Land has been identified and the process is ongoing
  - ✓ Phase 1 of the Site Analysis is completed will move two potential properties forward into phase 2 which involves a more in-depth site analysis.
- Modify the local incentive guidelines to reduce the size, required investment, and employment duration provisions; allow access by owners of existing buildings when required to accommodate a basic employer; and establish a method for making loans when they supplement larger loans from other sources. If the decision is made to initiate a loan program, a local financial institution should be selected for loan management purposes. A period of 6 to 9 months should be sufficient for this process. **active**
  - ✓ Research has been done
  - ✓ Work session conducted
  - ✓ Draft is complete recommendation approval pending
  - ✓ Applied for USDA RBEG to establish a Revolving Loan Fund

### Measurable for First Year

- For the Kloppman building, AEDA and Town Council to review anecdotal evidence on cooperative activities with Pittsylvania County and any formal agreements/letters of understandings that might result. If positive results are observed by the end of the first year, target numbers for prospect visits can be set for ensuing years. **active**
- Have within 6 months a plan for Lane building redevelopment and a written agreement/letter of understanding defining the role of all participants.
  - ✓ Currently working with parties to develop an aggressive plan
- Purchase or option one or more 20 acre sites for expansions or new businesses after conducting analyses to determine costs and benefits. This should be accomplished as soon after economic development initiation as possible. **active**
  - ✓ The phase one of the site analyses is complete, moving on to phase two
- Complete update/modification of incentive policy per previous narrative by end of third quarter of initial year. **active**
  - ✓ established incentives await presentation and approval to the AEDA
  - ✓ Applied for a USDA RBEG to establish a Revolving Loan Fund

#### Additional:

- ✓ Coordinated Center for Advanced Manufacturing exploratory committee
- ✓ Hosted seven VEDP Team Members on seven separate occasions for community tours and site visits
- ✓ Hosted area Economic Development directors for community tours

### **MARKETING**

#### Action

- Reaffirm the industries Altavista will target as those it wishes to attract. Based on previous work by Campbell County, supplier-customer linkages of existing Altavista industries, the unique water resource in Altavista, and fiber services, these targets appear to be the following:
  - Fabrication of machinery and equipment
  - Plastics manufacturers
  - Large water users
  - Businesses that are customers or suppliers of Altavista's existing major businesses
  - Fiber dependent information technology businesses
- ✓ Vigorously pursue the Networking and Existing Business components of this ACTION PLAN. Explain the advantages of an Altavista location to new allies and identify customers and suppliers of Altavista's existing major businesses. **completed**
- ✓ Prepare one (1) page fact sheet on Altavista ("talking points" flier on which considerable work has already been completed by AOT) and an Altavista Economic Development website. The website should be incorporated into the Town's new website but should also be comprehensive enough to stand alone, providing a complete range of information to the corporate site searcher. **completed**
  - ✓ Altavista Data Sheet has been completed
- Website/brand/Logo process is active

- ✓ Begin pursuit of the recommendations in the AOT Altavista branding study with Town government, Altavista On Track, and the Chamber of Commerce. Results to be incorporated into future marketing, publications, etc. Allocate \$10,000 to \$15,000 for combining marketing-advertising resources with the Campbell County Economic Development office. The Campbell County Director of Economic Development advises that he can “provide a menu of available items such as print, web, e-blasts, local or national that AEDA can choose from. The AEDA can decide on what target sector, such as a data center, they would like to concentrate on.” This looks to be an excellent way to maximize the impact of limited dollars. **Completed**

#### Measurable for First Year

- ✓ Reaffirm or revise target industry list by end of 2nd month. **completed**
- ✓ Meet networking objectives of Action Plan. **completed**
- ✓ Prepare 1 page fact sheet by end of 2nd month. **completed**
- Complete economic development section of Altavista website on schedule established by the Town. **active**
- Have agreement on branding as soon as possible so results can be included in fact sheet, web page, and other uses. **active**
- Allocate funds and select best method of use for marketing with Campbell County by end of six (6) months. Develop schedule and begin marketing with Campbell County by end of first year.
- Have primary role in securing and hosting two (2) visits from “new business” prospects. **active**

#### Additional:

- ✓ Created Advantage Altavista Advertisement for baseball program and Chamber Guide
- ✓ Created Everyone’s Happy In Altavista Advertisement for baseball program
- ✓ Commissioned Altavista Lapel pin
- ✓ Created “It’s Your Business” regional community and economic development radio program on WKDE
- ✓ Created Altavista’s 30-second Elevator speech: “ Altavista is a beautiful resource rich center for manufacturing located in the south-central Virginia, near Lynchburg. Home to more than 7 manufacturers, 3,500 people and two lovely rivers with a strong workforce and pro-business climate.”

## **ENCOURAGING ENTREPRENEURISM**

#### Action

- In cooperation with VTI, the Altavista Chamber of Commerce, and the Business Development Center, develops a plan for using vacant Institute space to house and support early stage and start-up businesses.

#### Measurable for First Year

- Have a plan in place during the first year.
  - ✓ Working with AOT and the Altavista Chamber to establish “Pop Up Altavista” an entrepreneur education program that results in viable business plans, financial support and investment in Altavista. **active**

## ALTAVISTA STRATEGIC WORK PLAN GOALS FOR DEPARTMENT OF ECONOMIC DEVELOPMENT

### ECONOMIC DEVELOPMENT

- Goal 2: Review and possibly revise economic development incentives to consider the benefits and ROI brought to the town.
- ✓ Research and review is complete, prepping for recommendation and approval from AEDA. **completed**
- Goal 3: Explore an incubator program for new business
- ✓ explored the traditional incubator concept and determined to not be reasonable and prudent for Altavista. Variations and new concepts are possible. **completed**
- Goal 4: Analyze and evaluate the factors that contribute to economic success in the Town of Altavista periodically and report to Town Council

### COMMUNITY DEVELOPMENT

- GOAL 2:
  - Develop and implement a strategy to market/promote Altavista and what it does well (i.e. specific marketing such as high quality of life for relatively low cost)
  - ✓ The logo is complete the website design is active the layout and design have been selected and it is currently being built. **completed**
- GOAL 3:
  - Explore and enhance greater opportunities for senior housing/assisted living; consider whether the Armory would be a suitable location
  - ✓ HDR, Inc. out of Omaha Nebraska created a concept rendering of the Altavista Senior Village which has been utilized to market the concept and location to developers. Community tours have been given to interested parties. **completed**
  - ✓ Additional showings of the Armory for other uses have been pursued and considered **completed**

*Altavista Virginia*  
*A place to live, a way to live.*





# Town of Altavista Town Council Meeting Agenda Form

Meeting Date: May 13, 2014

## **Agenda Placement: NEW BUSINESS**

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations). Public Hearings, Unfinished Business, New Business, Closed Session)

**Subject Title: Water Asset Management Study – Waterline Projects**

**Presenter(s): Town Manager**

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### **SUBJECT HIGHLIGHTS**

#### **ITEM A) i): Project 1A Norfolk Southern Standard Pipe License Agreement (AECOM)**

The Town previously began the process of developing the engineering plans for the initial project associated with the Water Asset Management Study. The first project, labeled as the “Bedford Avenue Waterline – Project 1A is currently in the final design phase and is being reviewed by the appropriate agencies. This project requires “crossing” the railroad at two locations, the first being between English Park and Main Street and the second being “under” the trestle over Bedford Avenue. Our engineering firm has been in correspondence with Norfolk Southern and has received an agreement from their agent (AECOM) regarding the required license agreement for the “crossing” between English Park and Main Street. The Town has received a copy of the agreement which needs to be signed and accompanied by payment in the amount of \$19,100. This covers the insurance fee (\$1,000) and a one-time license fee (\$18,100). (Attachments: Letter to WW Associates; and Norfolk Southern License Agreement)

***REQUESTED ACTION:*** *Authorize the Town Manager to execute the License Agreement and submit payment in the amount of \$19,100.*

#### **ITEM A) ii): Project 1B – Engineering Proposal and Project Timeline**

Previous discussion by Town Council regarding scheduling of the projects associated with the study, created a timeframe of one project every two years or so. The second identified priority project would be the Main Street Waterline – Project 1B and based on the schedule the project would be set for construction approximately two years from now. Based on recent conversations with the Virginia Department of Transportation (VDOT), the resurfacing of Main Street was included on their 2015 paving schedule. Recognizing that this would create a situation where they would pave one year and the Town would begin the Main Street Waterline project one year later, staff has had a conversation with VDOT regarding the feasibility of delaying the resurfacing of Main Street by one year and including it in the 2016 paving schedule, to which VDOT would agree. Based on this, the Town would need to move the design and construction of the Main Street Waterline Project up by one year. Attached is a project timeline from WW Associates that sets for a schedule for the Main Street Waterline Project (Project 1B).



For your consideration, staff has requested a proposal from WW Associates for the work associated with the design of the Main Street Waterline project. The design services total \$47,500 and the “Bidding and Negotiation” services total \$3,500 for the project. The timeline indicates that if we start at this time we should complete Project 1B in the March 2016 timeframe. VDOT has indicated that their paving cycle typically begins in April of each year and that they could indicate in the contract for the Main Street resurfacing that it not be done prior to June 2016, in order to give the Town ample time to complete the Main Street Waterline project. (Attachment(s): WW Associates Engineering Fee Proposal for Project 1B; and WW Associates Project Timeline for Project 1B)

***REQUESTED ACTION:*** *Staff would recommend that Council consider scheduling the Main Street Waterline Project (Project 1B) as outlined. Action per discussion.*

# **Water Asset Management Study – Waterline Projects**

## **Item A)i): Project 1A Norfolk Southern Standard Pipe License Agreement (AECOM)**

### **Attachment(s):**

- ***AECOM letter to WW Associates***
- ***Norfolk Southern License Agreement***



AECOM  
1700 Market Street  
Suite 1600  
Philadelphia, PA 19103  
www.aecom.com

215 735 0832 tel  
215 735 0883 fax

March 6, 2014

Ronald Smith, P.E.  
Senior Associate  
WW Associate, Inc.  
P.O. Box 4119  
Lynchburg, VA 24517

**Subject:** Altavista, Campbell County, Virginia  
Milepost V-199.22, Abilene-Roanoke Line, Virginia Division

Norfolk Southern Activity No. 1189358  
Proposed installation of a 16-inch ductile iron potable water pipeline in a 30-inch steel casing pipe

Dear Mr. Smith, P.E.:

AECOM, as consultant for Norfolk Southern Railway Company, has reviewed the occupancy permit application for Town of Altavista regarding the proposed installation of an underground pipe, submitted on 1/23/2014, your project for Phase 1 water project.

Enclosed are two original counterparts of the Standard Pipe License Agreement for execution on behalf of Town of Altavista. Please return to this AECOM office the following:

- Two original agreement counterparts signed and witnessed – do not date this document as the license will not be in effect until final execution by Railway. Railway will date the agreement and will return a fully executed original for your records.
- A check in the amount of \$19,100.00 (payable to **Norfolk Southern Railway Company** to cover the insurance fee of (\$1,000.00) and the one-time license fee of (\$18,100.00).
- The Certificate of Commercial General Liability Insurance as required in Paragraph 11, a, ii. – attached is a sample CGL certificate; in order to avoid delay to your project, please ensure the certificate is completed exactly as indicated on the sample, including:
  - Description of operations must state “**Norfolk Southern Railway Company is included as additional insured – Activity Number 1189358**”
  - Certificate Holder in the name of  
**Norfolk Southern Railway Company**  
Director Risk Management  
Three Commercial Place  
Norfolk, VA 23510

After receipt of all of the above items in this office, you should anticipate approximately two weeks for receipt of authorization to proceed with construction. Please do not schedule your construction until you are receipt of a fully executed agreement. No work on railroad right of way is authorized until you are in receipt of a fully executed agreement and instructions are obtained from Railway's designated construction representative. The contact information for Railway's construction representative(s) will be provided upon return of the fully executed counterpart.

The terms and conditions of this License Agreement shall be valid for 60 calendar days after the date of this letter. If you are unable to execute the License Agreement within this 60 calendar day time frame, please advise this office in writing of your intent. This activity will be automatically cancelled in 60 calendar days if the agreement is not executed, or we do not receive your request for a time extension. Reactivation of cancelled activities may require a new application along with appropriate application fees, and license agreements will be re-drafted in accordance with then current Norfolk Southern terms and conditions.

Very truly yours,

James S. McKay  
Contract Administrator  
215-789-2159  
james.mckay@aecom.com

RECEIVED

MAR 10 2014

WW ASSOCIATES

THIS AGREEMENT, dated as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ is made and entered into by and between

**NORFOLK SOUTHERN RAILWAY COMPANY**, a Virginia corporation, whose mailing address is Three Commercial Place, Norfolk, Virginia, 23510 (hereinafter called "Railway"); and

**TOWN OF ALTAVISTA**, a Virginia political subdivision, whose mailing address is P.O. Box 420, 510 Seventh Street, Altavista, Virginia 24517 (hereinafter called "Licensee").

WITNESSETH

WHEREAS, Licensee proposes to install, maintain, operate and remove a 16 inch ductile iron potable water pipeline in a 30 inch steel casing pipe (hereinafter called the "Facilities") located in, under and across the right-of-way or property and any tracks of Railway, at or near:

- Milepost V-199.22, Abilene-Roanoke Line
- Latitude N 37.10789, Longitude W 79.29028
- Altavista, Campbell County, Virginia

the same to be located in accordance with and limited to the installation shown on print of drawings marked Sheets 1, 2 and 3 of 3, dated January 14, 2014 and Pipe Data Sheet attached hereto and made a part hereof; and

WHEREAS, Licensee desires a license to use such right-of-way or property of Railway for the installation, construction, maintenance, operation and removal of the Facilities.

NOW, THEREFORE, for and in consideration of the premises, the payment of a non-refundable, non-assignable one-time fee in the amount of NINETEEN THOUSAND ONE HUNDRED AND 00/100 DOLLARS (\$19,100.00) (hereinafter called the "Fee") to cover the Risk Financing Fee (as hereinafter defined) in the amount of \$1,000.00 and a one-time occupancy fee in the amount of \$18,100.00 and the covenants hereinafter set forth, Railway hereby permits and grants to Licensee, insofar as Railway has the right to do so, without warranty and subject to all encumbrances, covenants and easements to which Railway's title may be subject, the right to use and occupy so much of Railway's right-of-way or property as may be necessary for the installation, construction, maintenance, operation and removal of the Facilities (said right-of-way or property of Railway being hereinafter collectively called the "Premises"), upon the following terms and conditions:

1. Use and Condition of the Premises. The Premises shall be used by Licensee only for the installation, construction, maintenance, operation and removal of the Facilities and for no other purpose without the prior written consent of Railway, which consent may be withheld by Railway in its sole discretion. Licensee accepts the Premises in their current "as is" condition, as suited for the installation and operation of the Facilities, and without the benefit of any improvements to be constructed by Railway.

4

2. Installation of the Facilities; Railway Support. Licensee shall, at its expense, install, construct, maintain and operate the Facilities on a lien-free basis and in such a manner as will not interfere with the operations of Railway, or endanger persons or property of Railway. Such installation, construction, maintenance and operation of the Facilities shall be in accordance with (a) the plans and specifications (if any) shown on the prints attached hereto and any other specifications prescribed by Railway, (b) applicable laws, regulations, ordinances and other requirements of federal, state and local governmental authorities, and (c) applicable specifications adopted by the American Railway Engineering and Maintenance-of-Way Association, when not in conflict with the applicable plans, specifications, laws, regulations, ordinances or requirements mentioned in (a) and (b), above. All underground pipes must have secondary pipe containment if the material flowing through the pipeline poses a safety or environmental hazard. Any change to the character, capacity or use of the Facilities shall require execution of a new agreement.

3. Railway Support. Railway shall, at Railway's option, furnish, at the sole expense of Licensee, labor and materials necessary, in Railway's sole judgment, to support its tracks and to protect its traffic (including, without limitation, flagging) during the installation, maintenance, repair, renewal or removal of the Facilities.

4. Electronic Interference. Licensee will provide Railway with no less than sixty (60) days advance written notice prior to the installation and operation of cathodic protection in order that tests may be conducted on Railway's signal, communications and other electronic systems (hereinafter collectively called the "Electronic Systems") for possible interference. If the Facilities cause degradation of the Electronic Systems, Licensee, at its expense, will either relocate the cathodic protection or modify the Facilities to the satisfaction of Railway so as to eliminate such degradation. Such modifications may include, without limiting the generality of the foregoing, providing additional shielding, reactance or other corrective measures deemed necessary by Railway. The provisions of this paragraph 4 shall apply to the Electronic Systems existing as of the date of this Agreement and to any Electronic Systems that Railway may install in the future.

5. Corrective Measures. If Licensee fails to take any corrective measures requested by Railway in a timely manner, or if an emergency situation is presented which, in Railway's judgment, requires immediate repairs to the Facilities, Railway, at Licensee's expense, may undertake such corrective measures or repairs as it deems necessary or desirable.

6. Railway Changes. If Railway shall make any changes, alterations or additions to the line, grade, tracks, structures, roadbed, installations, right-of-way or works of Railway, or to the character, height or alignment of the Electronic Systems, at or near the Facilities, Licensee shall, upon thirty (30) days prior written notice from Railway and at its sole expense, make such changes in the location and character of the Facilities as, in the opinion of the chief engineering officer of Railway, shall be necessary or appropriate to accommodate any construction, improvements, alterations, changes or additions of Railway.

7. Assumption of Risk. Unless caused solely by the negligence of Railway or caused solely by the willful misconduct of Railway, Licensee hereby assumes all risk of damage to the Facilities and Licensee's other property relating to its use and occupation of the Premises or business carried on the Premises and any defects to the Premises; and Licensee hereby indemnifies Railway, its officers, directors, agents and employees from and against any liability for such damage.

8. Entry Upon Premises. Prior to commencement of any work to be performed on or about the Premises, Licensee shall notify the appropriate Division Engineer for the scheduling of protection and inspection. Within seventy-two (72) hours after the Division Engineer's actual receipt of such notification, the Division Engineer shall review the necessity and availability of flagmen for the proposed work and advise Licensee of such matters and the estimated cost therefor. No work shall be permitted on or about the Premises without the presence of Railway's flagman or the Division Engineer's waiver of the requirement for flag protection. Entry on or about the Premises or any other Railway right-of-way without the Division Engineer's prior approval shall be deemed trespassing. Licensee agrees to pay Railway, within thirty (30) days after delivery of an invoice therefor, for any protection and inspection costs incurred by Railway, in Railway's sole judgment, during any such entry.

9. Liens; Taxes. Licensee will not permit any mechanic's liens or other liens to be placed upon the Premises, and nothing in this Agreement shall be construed as constituting the consent or request of Railway, express or implied, to any person for the performance of any labor or the furnishing of any materials to the Premises, nor as giving Licensee any right, power or authority to contract for or permit the rendering of any services or the furnishing of any materials that could give rise to any mechanic's liens or other liens against the Premises. In addition, Licensee shall be liable for all taxes levied or assessed against the Facilities and any other equipment or other property placed by Licensee within the Premises. In the event that any such lien shall attach to the Premises or Licensee shall fail to pay such taxes, then, in addition to any other right or remedy available to Railway, Railway may, but shall not be obligated to, discharge the same. Any amount paid by Railway for any of the aforesaid purposes, together with related court costs, attorneys' fees, fines and penalties, shall be paid by Licensee to Railway within ten (10) days after Railway's demand therefor.

10. Indemnification. Licensee hereby agrees to indemnify and save harmless Railway, its officers, directors, agents and employees, from and against any and all liabilities, claims, losses, damages, expenses (including attorneys' fees) or costs for personal injuries (including death) and property damage to whomsoever or whatsoever occurring (hereinafter collectively called "Losses") that arise in any manner from (a) the installation, construction, maintenance, operation, presence or removal of, or the failure to properly install, construct, maintain, operate or remove, the Facilities, or (b) any act, omission or neglect of Licensee, its agents, servants, employees or contractors in connection therewith, unless caused solely by the negligence of Railway or caused solely by the willful misconduct of Railway.

11. Insurance.

(a) Without limiting in any manner the liability and obligations assumed by Licensee under any other provision of this Agreement, and as additional protection to Railway, Licensee shall, at its expense, pay the Risk Financing Fee set forth in subparagraph (i) below and shall procure and maintain with insurance companies satisfactory to Railway, the insurance policies described in subparagraphs (ii) and (iii).

(i) Upon execution of this Agreement, Licensee shall pay Railway a risk financing fee of \$1,000 per installation (herein called the "Risk Financing Fee") to provide Railroad Protective Liability Insurance or such supplemental insurance (which may be self-insurance) as Railway, in its sole discretion, deems to be necessary or appropriate.

(ii) Prior to commencement of installation or maintenance of the Facilities or entry on Railway's property, Licensee, and its contractor if it employs one, shall procure and maintain for the course of said installation and maintenance, a general liability insurance policy naming Railway as an additional insured, and containing products and completed operations and contractual liability coverage, with a combined single limit of not less than \$1,000,000 for each occurrence.

(iii) Prior to commencement of any subsequent maintenance of the Facility during the term of this Agreement, unless Railway elects to make available and Licensee pays the then current risk financing fee for each affected installation, Licensee, or its contractor if it employs one, shall furnish Railway with an original Railroad Protective Liability Insurance Policy naming Railway as the named insured and having a limit of not less than a combined single limit of \$2,000,000 each occurrence and \$6,000,000 aggregate. Such policy shall be written using Insurance Services Offices Form Numbers CG 00 35 01 10 01.

(b) All insurance required under preceding subsection (a) shall be underwritten by insurers and be of such form and content as may be acceptable to Railway. Prior to commencement of installation or maintenance of the Facilities or any entry on Railway's property, Licensee, or its contractor if it employs one, shall: furnish to Railway's Risk Manager, Three Commercial Place, Norfolk, Virginia 23510-2191 (or such other representative and/or address as subsequently given by Railway to Licensee in writing), for approval, the original policy described in subsection (a)(iii) and a certificate of insurance evidencing the existence of a policy with the coverage described in subsection (a)(ii).

12. Environmental Matters. Licensee assumes all responsibility for any environmental obligations imposed under applicable laws, regulations, ordinances or other requirements of federal, state and local governmental authorities relating to (a) the installation, construction, maintenance, operation or removal of the Facilities, including notification and reporting of any releases, and (b) any contamination of any property, water, air or groundwater arising or resulting, in whole or in part, from Licensee's operation or use of the Premises pursuant to this Agreement. In addition, Licensee shall obtain any necessary permits to install, construct, maintain, operate or remove the Facilities. Licensee agrees to indemnify and hold harmless Railway from and against any and all fines, penalties, demands or other Losses

(including attorneys' fees) incurred by Railway or claimed by any person, company or governmental entity relating to (a) any contamination of any property, water, air or groundwater due to the use or presence of the Facilities on the Premises, (b) Licensee's violation of any laws, regulations or other requirements of federal, state or local governmental authorities in connection with the use or presence of the Facilities on the Premises or (c) any violation of Licensee's obligations imposed under this paragraph. Without limitation, this indemnity provision shall extend to any cleanup and investigative costs relating to any contamination of the Premises arising or resulting from, in whole or in part, Licensee's use of the Facilities or any other activities by or on behalf of Licensee occurring on or about the Premises. Licensee further agrees not to dispose of any trash, debris or wastes, including hazardous waste, on the Premises and will not conduct any activities on the Premises which would require a hazardous waste treatment, storage or disposal permit.

13. Assignments and Other Transfers.

(a) Licensee shall not assign, transfer, sell, mortgage, encumber, sublease or otherwise convey (whether voluntarily, involuntarily or by operation of law) this Agreement or any interest therein, nor license, mortgage, encumber or otherwise grant to any other person or entity (whether voluntarily, involuntarily or by operation of law) any right or privilege in or to the Premises (or any interest therein), in whole or in part, without the prior written consent of Railway, which consent may be withheld by Railway in its sole discretion. Any such assignment or other transfer made without Railway's prior written consent shall be null and void and, at Railway's option, shall constitute an immediate default of this Agreement. Notwithstanding the foregoing, upon prior written notice to Railway, Licensee may assign this Agreement to a parent, a wholly-owned subsidiary of Licensee or a wholly-owned subsidiary of Licensee's parent without Railway's consent; provided, however, that no such assignment shall relieve Licensee of its obligations under this Agreement.

(b) Railway shall have the right to transfer and assign, in whole or in part, all its rights and obligations hereunder and in or to the Premises. From and after the effective date of any such assignment or transfer, Railway shall be released from any further obligations hereunder; and Licensee shall look solely to such successor-in-interest of Railway for the performance of the obligations of "Railway" hereunder.

14. Meaning of "Railway". The word "Railway" as used herein shall include any other company whose property at the aforesaid location may be leased or operated by Railway. Said term also shall include Railway's officers, directors, agents and employees, and any parent company, subsidiary or affiliate of Railway and their respective officers, directors, agents and employees.

15. Default; Remedies.

(a) The following events shall be deemed to be events of default by Licensee under this Agreement:



(i) Licensee shall fail to pay the Fee or any other sum of money due hereunder and such failure shall continue for a period of ten (10) days after the due date thereof;

(ii) Licensee shall fail to comply with any provision of this Agreement not requiring the payment of money, all of which terms, provisions and covenants shall be deemed material, and such failure shall continue for a period of thirty (30) days after written notice of such default is delivered to Licensee;

(iii) Licensee shall become insolvent or unable to pay its debts as they become due, or Licensee notifies Railway that it anticipates either condition;

(iv) Licensee takes any action to, or notifies Railway that Licensee intends to file a petition under any section or chapter of the United States Bankruptcy Code, as amended from time to time, or under any similar law or statute of the United States or any State thereof; or a petition shall be filed against Licensee under any such statute; or

(v) a receiver or trustee shall be appointed for Licensee's license interest hereunder or for all or a substantial part of the assets of Licensee, and such receiver or trustee is not dismissed within sixty (60) days of the appointment.

(b) Upon the occurrence of any event or events of default by Licensee, whether enumerated in this paragraph 15 or not, Railway shall have the option to pursue any remedies available to it at law or in equity without any additional notices to Licensee. Railway's remedies shall include, but not be limited to, the following: (i) termination of this Agreement, in which event Licensee shall immediately surrender the Premises to Railway; (ii) entry into or upon the Premises to do whatever Licensee is obligated to do under the terms of this License, in which event Licensee shall reimburse Railway on demand for any expenses which Railway may incur in effecting compliance with Licensee's obligations under this License, but without rendering Railway liable for any damages resulting to Licensee or the Facilities from such action; and (iii) pursuit of all other remedies available to Railway at law or in equity, including, without limitation, injunctive relief of all varieties.

16. Railway Termination Right. Notwithstanding anything to the contrary in this Agreement, Railway shall have the right to terminate this Agreement and the rights granted hereunder, after delivering to Licensee written notice of such termination no less than sixty (60) days prior to the effective date thereof, upon the occurrence of any one or more of the following events:

(a) If Licensee shall discontinue the use or operations of the Facilities; or

(b) If Railway shall be required by any governmental authority having jurisdiction over the Premises to remove, relocate, reconstruct or discontinue operation of its railroad on or about the Premises; or

(c) If Railway, in the good faith judgment of its Superintendent, shall require a change in the location or elevation of its railroad on or about the location of the Facilities or the Premises that might effectively prohibit the use or operation of the Facilities; or

(d) If Railway, in the good faith judgment of its Superintendent, determines that the maintenance or use of the Facilities unduly interferes with the operation and maintenance of the facilities of Railway, or with the present or future use of such property by Railway, its lessees, affiliates, successors or assigns, for their respective purposes.

17. Condemnation. If the Premises or any portion thereof shall be taken or condemned in whole or in part for public purposes, or sold in lieu of condemnation, then this Agreement and the rights granted to Licensee hereunder shall, at the sole option of Railway, forthwith cease and terminate. All compensation awarded for any taking (or sale proceeds in lieu thereof) shall be the property of Railway, and Licensee shall have no claim thereto, the same being hereby expressly waived by Licensee.

18. Removal of Facilities; Survival. The Facilities are and shall remain the personal property of Licensee. Upon the expiration or termination of this Agreement, Licensee shall remove the Facilities from the Premises within thirty (30) days after the effective date thereof. In performing such removal, unless otherwise directed by Railway, Licensee shall restore the Premises to the same condition as existed prior to the installation or placement of Facilities, reasonable wear and tear excepted. In the event Licensee shall fail to so remove the Facilities or restore the Premises, the Facilities shall be deemed to have been abandoned by Licensee, and the same shall become the property of Railway for Railway to use, remove, destroy or otherwise dispose of at its discretion and without responsibility for accounting to Licensee therefor; provided, however, in the event Railway elects to remove the Facilities, Railway, in addition to any other legal remedy it may have, shall have the right to recover from Licensee all costs incurred in connection with such removal and the restoration of the Premises. Notwithstanding anything to the contrary contained in this Agreement, the expiration or termination of this Agreement, whether by lapse of time or otherwise, shall not relieve Licensee from Licensee's obligations accruing prior to the expiration or termination date, and such obligations shall survive any such expiration or other termination of this Agreement.

19. Entire Agreement. This Agreement contains the entire agreement of Railway and Licensee and supersedes any prior understanding or agreement between Railway and Licensee respecting the subject matter hereof; and no representations, warranties, inducements, promises or agreements, oral or otherwise, between the parties not embodied in this Agreement shall be of any force or effect.

20. Attorneys' Fees. If Railway should bring any action under this Agreement, or consult or place the Agreement or any amount payable by Licensee hereunder, with an attorney concerning or for the enforcement of any of Railway's rights hereunder, then Licensee agrees in each and any such case to pay to Railway all costs, including but not limited to court costs and attorneys' fees, incurred in connection therewith.

21. Severability. If any clause or provision of this Agreement is illegal, invalid or unenforceable under present or future laws effective during the term of this Agreement, then and in that event, it is the intention of the parties hereto that the remainder of this Agreement shall not be affected thereby; and it is also the intention of the parties to this Agreement that in lieu of each clause or provision of this Agreement that is illegal, invalid or unenforceable, there be added as a part of this Agreement a clause or provision as similar in terms to such illegal, invalid or unenforceable clause or provision as may be possible and be legal, valid and enforceable.

22. Modifications; Waiver; Successors and Assigns. This Agreement may not be altered, changed or amended, except by instrument in writing signed by both parties hereto. No provision of this Agreement shall be deemed to have been waived by Railway unless such waiver shall be in a writing signed by Railway and addressed to Licensee, nor shall any custom or practice that may evolve between the parties in the administration of the terms hereof be construed to waive or lessen the right of Railway to insist upon the performance by Licensee in strict accordance with the terms hereof. The terms and conditions contained in this Agreement shall apply to, inure to the benefit of, and be binding upon the parties hereto, and upon their respective successors in interest and legal representatives, except as otherwise herein expressly provided. If there shall be more than one Licensee, the obligations hereunder imposed upon Licensee shall be joint and several.

23. Notice. Any and all other notices, demands or requests by or from Railway to Licensee, or Licensee to Railway, shall be in writing and shall be sent by (a) postage paid, certified mail, return receipt requested, or (b) a reputable national overnight courier service with receipt therefor, or (c) personal delivery, and addressed in each case as follows:

If to Railway:

c/o Norfolk Southern Corporation  
1200 Peachtree Street, NE - 12<sup>th</sup> Floor  
Atlanta, Georgia 30309-3504  
Attention: Director Real Estate

If to Licensee:

Town of Altavista  
P.O. Box 420  
510 Seventh Street  
Altavista, Virginia 24517

Either party may, by notice in writing, direct that future notices or demands be sent to a different address. All notices hereunder shall be deemed given upon receipt (or, if rejected, upon rejection).

24. Miscellaneous. All exhibits, attachments, riders and addenda referred to in this License are incorporated into this Agreement and made a part hereof for all intents and purposes. Time is of the essence with regard to each provision of this Agreement. This Agreement shall be construed and interpreted in accordance with and governed by the laws of the State in which the

Premises are located. Each covenant of Railway and Licensee under this Agreement is independent of each other covenant under this Agreement. No default in performance of any covenant by a party shall excuse the other party from the performance of any other covenant. The provisions of Paragraphs 7, 9, 10, 12 and 18 shall survive the expiration or earlier termination of this Agreement.

25. Limitations of Grant. Licensee acknowledges that the license granted hereunder is a quitclaim grant, made without covenants, representations or warranties with respect to Railway's (a) right to make the grant, (b) title in the Premises, or (c) right to use or make available to others the Premises for the purposes contemplated herein. Railway is the owner and/or holder of the Premises subject to the terms and limitations under which it is owned or held, including without limitation conditions, covenants, restrictions, easements (including any pre-existing fiber optic easements or licenses), encroachments, leases, licenses, permits, mortgages, indentures, reversionary interests, fee interests, zoning restrictions and other burdens and limitations, of record and not of record, and to rights of tenants and licensees in possession, and Licensee agrees that the rights licensed hereunder are subject and subordinate to each and all of the foregoing. Licensee accepts this grant knowing that others may claim that Railway has no right to make it, and Licensee agrees to release, hold harmless and indemnify (and, at Railway's election, defend, at Licensee's sole expense, with counsel approved by Railway) Railway, its affiliated companies, and its and their respective officers, directors, agents and employees, from and against any detriments to, or liabilities of, any type or nature arising from such claims, including punitive damages and any forfeitures declared or occurring as a result of this grant.

26. Limitations Upon Damages. Notwithstanding any other provision of this Agreement, Railway shall not be liable for breach of this Agreement or under this Agreement for any consequential, incidental, exemplary, punitive, special, business damages or lost profits, as well as any claims for death, personal injury, and property loss and damage which occurs by reason of, or arises out of, or is incidental to the interruption in or usage of the Facilities placed upon or about the Premises by Licensee, including without limitation any damages under such claims that might be considered consequential, incidental, exemplary, punitive, special, business damages or loss profits.

[Remainder of page intentionally left blank]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in duplicate, each part being an original, as of the date first above written.

Witness:

**NORFOLK SOUTHERN RAILWAY  
COMPANY**

By: \_\_\_\_\_  
Real Estate Manager

\_\_\_\_\_  
As to Railway

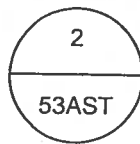
Witness:

**TOWN OF ALTAVISTA**

By: \_\_\_\_\_  
Title: \_\_\_\_\_

\_\_\_\_\_  
As to Licensee

Activity Number 1189358  
JSM: March 4, 2014  
File No. 1159874



A-2 Received 2/17/14  
Altavista, Virginia  
NORFOLK SOUTHERN  
RAILWAY COMPANY  
Lat: N 37.10789  
Long: W 79.29028

Revised 12-16-10

## PIPE DATA SHEET

|  | CARRIER PIPE              | CASING PIPE               |
|--|---------------------------|---------------------------|
| CONTENTS TO BE HANDLED                             | Potable Water             | Carrier Pipe              |
| NORMAL OPERATING PRESSURE                          | 75 psi                    | N/A                       |
| NOMINAL SIZE OF PIPE                               | 16"                       | 30"                       |
| OUTSIDE DIAMETER                                   | 17.40"                    | 30"                       |
| INSIDE DIAMETER                                    | 16.60"                    | 29"                       |
| WALL THICKNESS                                     | 0.40"                     | 0.50"                     |
| WEIGHT PER FOOT                                    | 71.5 lbs                  | 157.68 lbs                |
| MATERIAL   | Ductile Iron              | Steel                     |
| PROCESS OF MANUFACTURE                             | Centrifugally Cast        | Spiral Welded             |
| SPECIFICATION                                      | ANSI A21.51/AWWAC151      | ASTM A139                 |
| GRADE OR CLASS                                     | Class 52                  | Grade B                   |
| TEST PRESSURE                                      | 150 psi                   | N/A                       |
| TYPE OF JOINT                                      | Restrained                | Welded                    |
| TYPE OF COATING                                    | Cement Mortar, Bituminous | None                      |
| DETAILS OF CATHODIC PROTECTION                     | None                      | None                      |
| DETAILS OF SEALS OR PROTECTION AT<br>END OF CASING | N/A                       | Neo Rubber with Stainless |
| CHARACTER OF SUBSURFACE MATERIAL                   | Riverview Loam            | Riverview Loam            |
| APPROXIMATE GROUND WATER LEVEL                     | >4'                       | >4'                       |
| SOURCE OF INFORMATION ON<br>SUBSURFACE CONDITIONS  | US Web Soil Survey        | US Web Soil Survey        |

### Proposed Method of Installation:

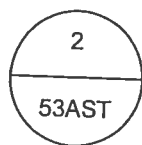
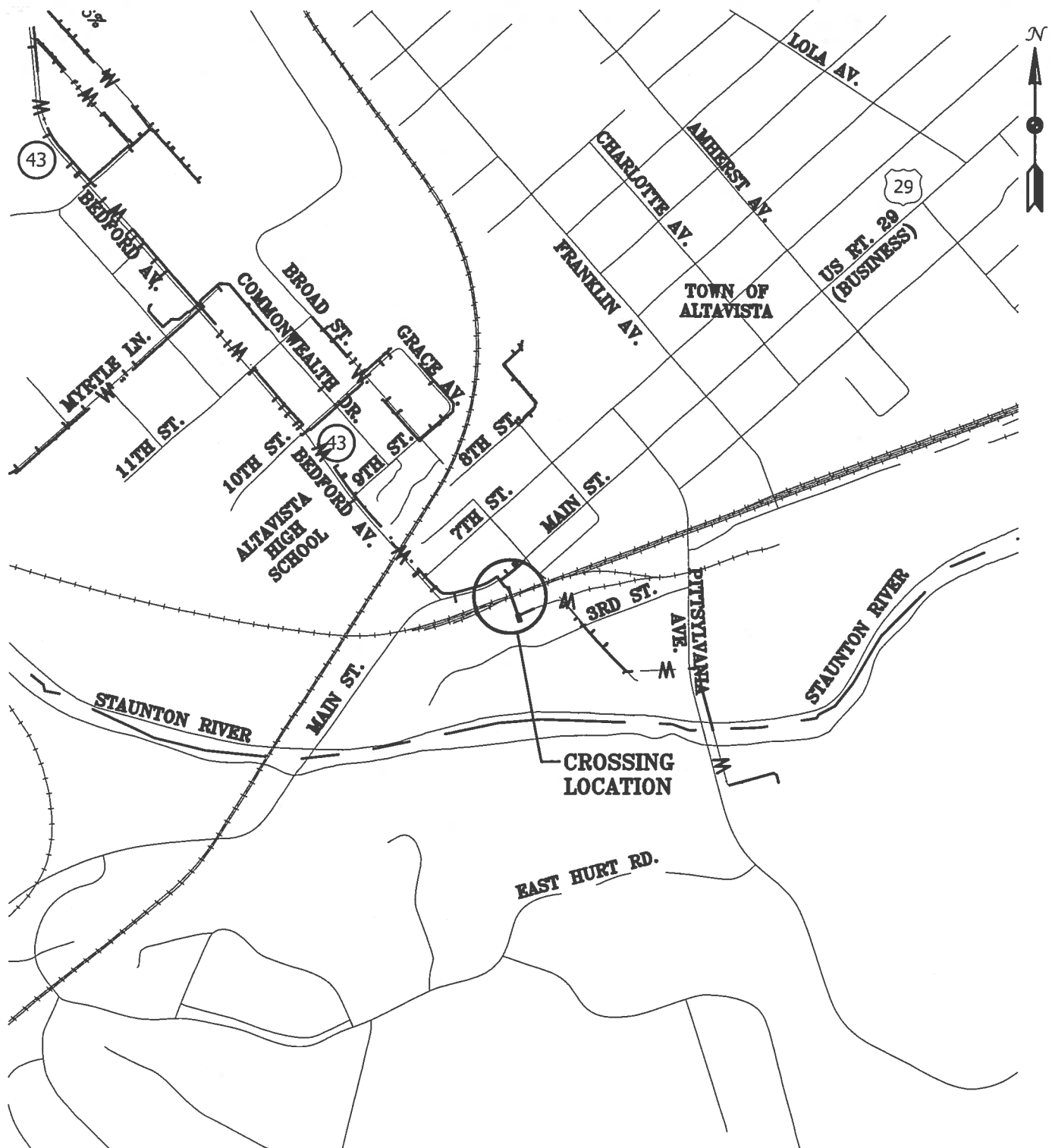
- ☒ Bore and jack (per Section 5.1.3 of NSCE-8)
- ☐ Jacking (per Section 5.1.4 of NSCE-8)
- ☐ Tunneling (with Tunnel Liner Plate) (per Section 5.1.5 of NSCE-8)
- ☐ Directional Bore/Horizontal Direction Drilling – Method A (per Section 5.1.6 of NSCE-8)
- ☐ Directional Bore/Horizontal Direction Drilling – Method B (per Section 5.1.6 of NSCE-8)
- ☐ Open Cut (per Section 5.1.2 of NSCE-8). *All installations directly under any track must be designed as a bored installation. Open cut installations will be considered on a case-by-case basis by Norfolk Southern's Division Superintendent at the time of installation.*
- ☐ Other (Specify): \_\_\_\_\_

**AZCOM**



**NORFOLK  
SOUTHERN**

17



A-2 Received 2/17/14  
Altavista, Virginia  
NORFOLK SOUTHERN  
RAILWAY COMPANY  
Lat: N 37.10789  
Long: W 79.29028

IF THIS DRAWING IS A REDUCTION  
GRAPHIC SCALE MUST BE USED

SCALE: 1" = 1000'



PO Box 4119 3040 Avenue Square PL  
1 Richmond, VA 23262 Charleston, VA 22901  
Phone: 434 316-0880 Phone: 434 984-2781

DESIGNED BY:  
JMF

DRAWN BY:  
WSW

REVIEWED BY:  
HFW

WVA NUMBER:  
213084.00

PROJECT:

TOWN OF ALTAVISTA  
BEDFORD AVENUE WATER LINE PHASE 1A  
ALTAVISTA, VIRGINIA

TITLE:

RAILROAD CROSSING LOCATION MAP

FILE NAME:  
213084L\_OV1

DISCIPLINE:  
CIVIL

SCALE:  
H: 1" = 1000'  
V: N/A

DATE:  
1-14-14

REVISION NUMBER:

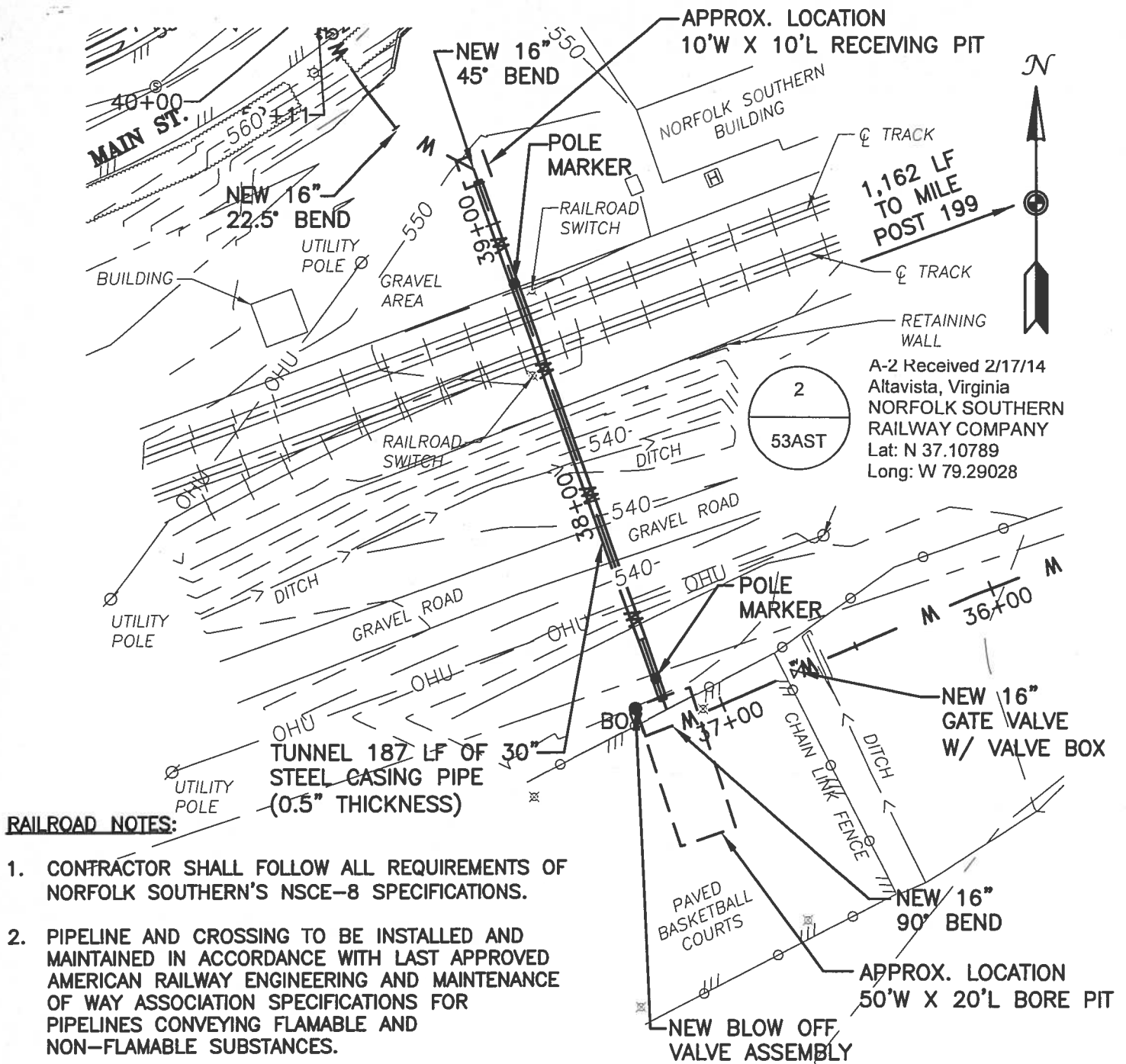
-

FIGURE NUMBER:

EX-1

SHEET NUMBER:

1 OF 3



#### RAILROAD NOTES:

1. CONTRACTOR SHALL FOLLOW ALL REQUIREMENTS OF NORFOLK SOUTHERN'S NSCE-8 SPECIFICATIONS.
2. PIPELINE AND CROSSING TO BE INSTALLED AND MAINTAINED IN ACCORDANCE WITH LAST APPROVED AMERICAN RAILWAY ENGINEERING AND MAINTENANCE OF WAY ASSOCIATION SPECIFICATIONS FOR PIPELINES CONVEYING FLAMABLE AND NON-FLAMABLE SUBSTANCES.
3. BLASTING NOT PERMITTED.
4. POLE MARKER SHALL BE LABELED WITH THE FOLLOWING INFORMATION:

UTILITY: 16" WATER LINE WITH 30" CASING PIPE  
 OWNER: TOWN OF ALTAVISTA  
 TELEPHONE: 434-369-5001  
 APPROXIMATE UTILITY DEPTH:  
 11.34 FT TO TOP OF CASING PIPE  
 (NORTH SIDE OF TRACK)  
 12.06 FT TO TOP OF CASING PIPE  
 (SOUTH SIDE OF TRACK)

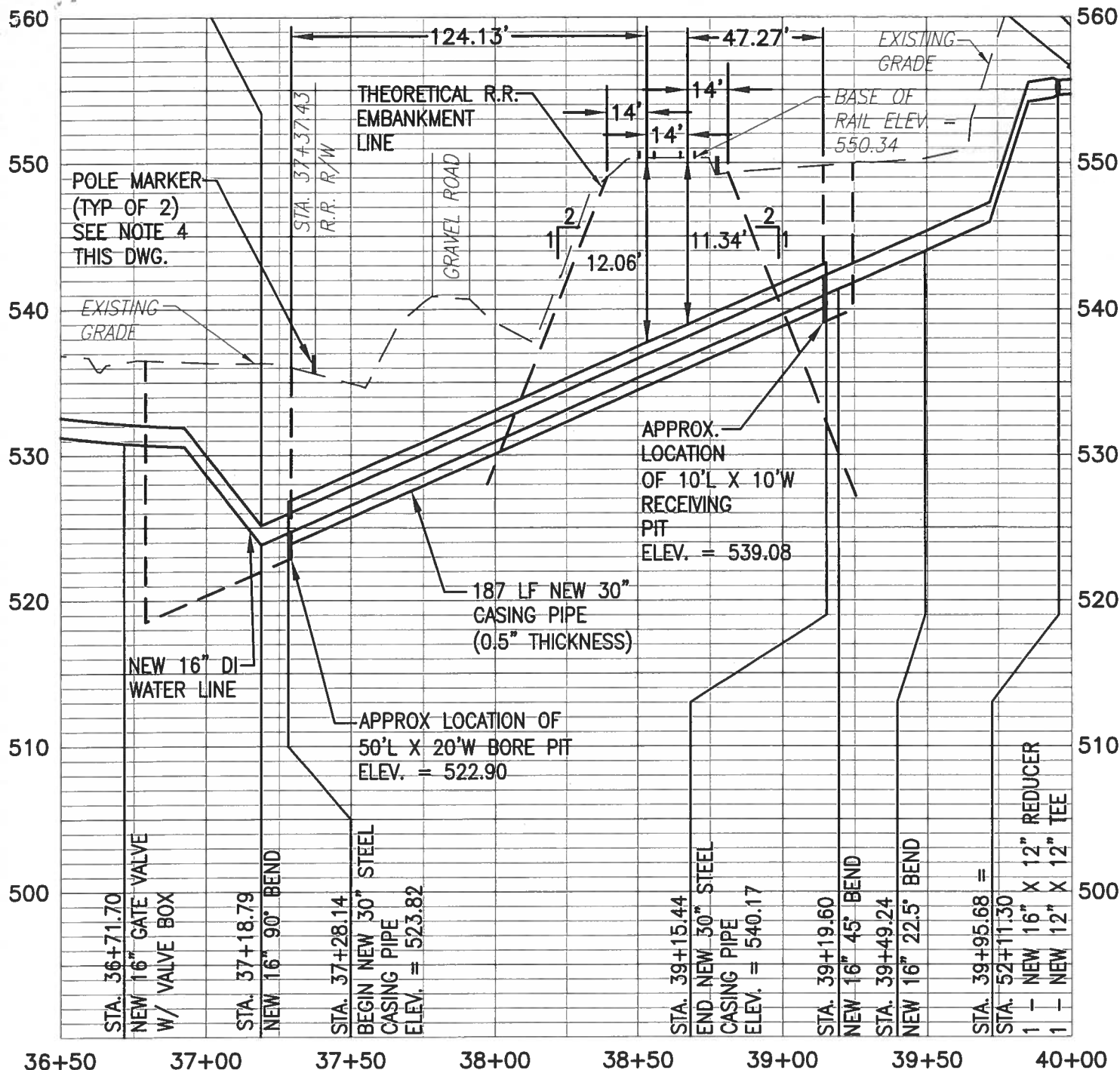
IF THIS DRAWING IS A REDUCTION  
 GRAPHIC SCALE MUST BE USED

SCALE: 1" = 50'

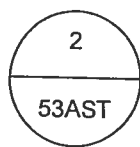


|                           |  |                                 |
|---------------------------|--|---------------------------------|
| DESIGNED BY:<br>JMF       | PROJECT:<br>TOWN OF ALTAVISTA<br>BEDFORD AVENUE WATER LINE PHASE 1A<br>ALTAVISTA, VIRGINIA | REVISION NUMBER:<br>-           |
| DRAWN BY:<br>WSW          | TITLE:<br>RAILROAD CROSSING PLAN   | FIGURE NUMBER:<br>EX-2          |
| REVIEWED BY:<br>HFW       | WMA NUMBER:<br>213084.00   | SHEET NUMBER:<br>2 OF 3         |
| FILE NAME:<br>213084L_OV1 | DISCIPLINE:<br>CIVIL   | SCALE:<br>H: 1" = 50'<br>V: N/A |
| DATE:<br>1-14-14          |  |                                 |

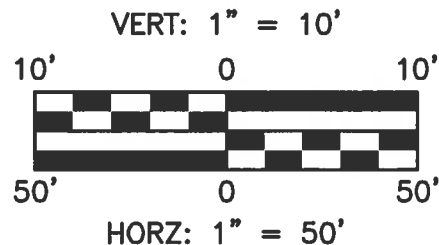




IF THIS DRAWING IS A REDUCTION  
GRAPHIC SCALE MUST BE USED



A-2 Received 2/17/14  
Altavista, Virginia  
NORFOLK SOUTHERN  
RAILWAY COMPANY  
Lat: N 37.10789  
Long: W 79.29028



|                          |                          |   |                                 |
|--------------------------|--------------------------|---|---------------------------------|
|                          | DESIGNED BY:<br>JMF      | <b>PROJECT:</b><br>TOWN OF ALTAVISTA<br>BEDFORD AVENUE WATER LINE PHASE 1A<br>ALTAVISTA, VIRGINIA<br><br><b>TITLE:</b><br>RAILROAD CROSSING PROFILE | REVISION NUMBER:<br>-           |
|                          | DRAWN BY:<br>WSW         |   | FIGURE NUMBER:<br>EX-3          |
|                          | REVIEWED BY:<br>HPW      |   | SHEET NUMBER:<br>3 OF 3         |
| WVA NUMBER:<br>213084.00 | FILE NAME:<br>213084_OV1 | DISCIPLINE:<br>CIVIL  | SCALE:<br>H: 1" = 50'<br>V: N/A |
|                          |                          | DATE:<br>1-14-14  |                                 |

# **Water Asset Management Study – Waterline Projects**

## **Item A)ii): Project 1B – Engineering Proposal and Project Timeline**

### **Attachment(s):**

- ***WW Associates Engineering Fee proposal for Project 1B***
- ***WW Associates Project Timeline – Project 1B***



May 8, 2014

Mr. J. Waverly Coggsdale, III  
Town Manager  
Town of Altavista  
510 Seventh Street  
Altavista, VA 24517

Re: Phase 1B - Main Street Waterline Project – Engineering Proposal  
Town of Altavista, Virginia

Dear Mr. Coggsdale:

We are pleased to provide the Town this fee proposal for the design of a new 12-inch waterline in Main Street from Pittsylvania Avenue to Riverview Drive, a project length of 6,700 linear feet. The line is being installed to provide improved flow to Abbott Laboratories and the eastern portion of the Town. The new line will replace an existing 8-inch water line that will be abandoned in-place.

The new line will begin with the connection to an existing 10-inch line at Pittsylvania Avenue and end at a connection to the existing 12-inch line just north of the Riverview Road intersection. Interconnections will also be made to existing intersecting lines along the route. It is our understanding that VDOT is discussing the re-surfacing of Main Street along the project route. Based on this occurring, the waterline would be installed in the street in advance of the VDOT work.

In addition, we recommend expanding the project scope by adding the replacement of 250 linear feet of existing 6-inch waterline in Nelson Avenue from 5<sup>th</sup> Street to 4<sup>th</sup> Street, and 1,500 of 2-inch waterline in 4<sup>th</sup> Street east of Nelson Avenue with an 8-inch waterline. This portion of line replacement was identified in the Asset Study as a part of Project 2. However, given its lack of connectivity with other portions of work identified in Project 2, it would be less disruptive to include it with the work being performed nearby in Main Street.

We propose to provide the services in general accordance with the Scope of Services for the Phase 1A – Bedford Avenue Waterline Project and the following lump sum fee schedule:

P.O. Box 4119 ■ Lynchburg, VA 24502  
Telephone (434) 316-6080 ■ Fax (434) 316-6081  
Lynchburg ■ Charlottesville

| <u>Task</u>              | <u>Lump Sum Fee</u> |
|--------------------------|---------------------|
| <u>Design Services</u>   |                     |
| Update Asset Study/Model | \$ 4,500            |
| Preliminary Design       | \$ 28,000           |
| Final Design             | <u>\$ 15,000</u>    |
| Total, Design Fee        | \$ 47,500           |

We also offer the following optional additional services:

|                                      |                 |
|--------------------------------------|-----------------|
| <u>Construction Services</u>         |                 |
| Bidding & Negotiation                | \$ 3,500        |
| Construction Administration          | \$25,000        |
| Post Construction Services           | <u>\$ 1,500</u> |
| Total Optional Construction Services | \$30,000        |

This proposal is based on the following considerations:

1. The Asset Study/Hydraulic Model for the Town will be updated to reflect the new water line, and will be part of the VDH review submission for construction. Preparation of a Preliminary Engineering Report in accordance with funding agency guidelines, if requested, can be performed as an additional service.
2. It is anticipated that waterlines will be constructed in existing the right of way, therefore not requiring the preparation of easement plats. Easement plat preparation, if required, will be performed as an additional service.
3. Construction stakeout fees will be included in the construction contract documents.
4. The optional construction administration fee is based on a 180 day construction period.


Invoicing for these services will be monthly based on our estimate of percent completion. Payment will be within 30 calendar days from the time the invoice is issued by WW Associates.

We are available to begin these services immediately upon your authorization. We appreciate the opportunity to be of continued service to the Town of Altavista and look forward to working with you on this project. Should this proposal be deemed acceptable, please sign below and return a signed copy to this office.

Sincerely,

WW Associates, Inc.

Town of Altavista, Virginia



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Herbert F. White III, P.E.  
President

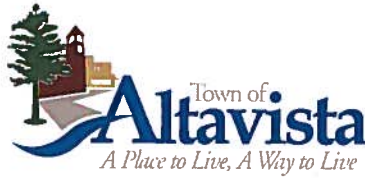
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J. Waverly Coggsdale, III  
Town Manager



**Town of Altavista  
Phase 1B Project Schedule  
Waterline Improvements  
May 8, 2014**

| <b><u>Task</u></b>      | <b><u>Start</u></b> | <b><u>Completion</u></b> |
|-------------------------|---------------------|--------------------------|
| Kickoff Meeting         | -----               | May 16, 2014             |
| Field Survey            | May 2014            | June 2014                |
| Preliminary Design      | July 2104           | August 2014              |
| Final Design            | September 2014      | October 2014             |
| VDH/VDOT Review Permits | November 2014       | January 2014             |
| Bidding Phase           | January 2015        | January 30, 2015         |
| Award                   |                     | February 2015            |
| Construction Phase      | March 2015          | March 2016               |



# Town of Altavista Town Council Meeting Agenda Form

Meeting Date: May 13, 2014

## **Agenda Placement: NEW BUSINESS**

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations), Public Hearings, Unfinished Business, New Business, Closed Session)

**Subject Title: Use of Town Property Request – Valley View Drive**

**Presenter(s): Assistant Town Manager**

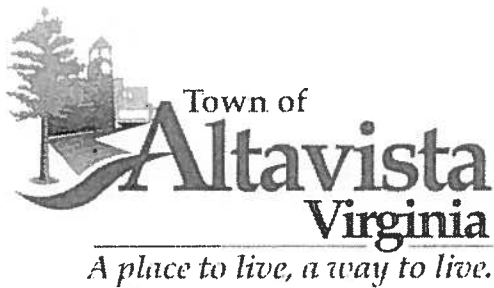
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### **SUBJECT HIGHLIGHTS**

Per the attached memorandum from Dan Witt, Assistant Town Manager, a prospective buyer of lots located in the vicinity of Valley View Drive is requesting permission to establish a driveway on Town property. Several years back Council approved a very similar request for Altavista Area Habitat for Humanity on an unopened portion of 12<sup>th</sup> Street.

If it is Council's desire to grant this request, staff would ask that John Eller, Town Attorney work with the real estate agent and/or owner to create language that could be included in the deed of the property. In addition staff would request that language be included that would inform the property owner that no town services (i.e. street maintenance, snow removal, solid waste collection, etc.) would be provided on the portion of the unopened street but only to the existing maintained road. (Attachments: Memo from Assistant Town Manager; Letter from Shortt Auction and Realty; Maps showing location of lots.)

***REQUESTED ACTION:*** *Authorize the Town Attorney to coordinate language to be incorporated into the deed that would allow use of the Town property along the unopened street as a drive way and acknowledge the condition regarding town services.*



## MEMORANDUM

**To:** Waverly Coggsdale, Town Manager

**From:** Dan Witt, Assistant Town Manager 

**Date:** May 7, 2014

**Re:** Use of Town Property Request

In April the owner of 23 small lots at the dead end of Valley View Drive and adjacent to Rierson Street (never opened) requested permission to combine the small lots into 3 building lots that complied with the Town Code. Staff worked with the applicant and approved a subdivision plat containing lots of 1.001, .647, and .660 acres respectively.

On behalf of a perspective buyer for all three lots, Ann Shortt with Shortt Auction Realty has requested permission from the Town Council to allow a driveway to be built on the Valley View right-of-way. The driveway is to provide access to these lots with the plans to build at least one new single family home.

This is not the first time such a request has been made of Town Council. In 2008 the Altavista Area Campbell County Habitat for Humanity made the same request to allow them to build homes on the unopened portion of 12<sup>th</sup> Street. Permission was granted and Habitat built 2 houses along the unopened portion of 12<sup>th</sup> Street.

The conditions of approval were handled by Mr. Eller and David Shreve by including the conditions for use in the deed. This method ensured the conditions would continue with the property without regards to the owner. Conditions included no street maintenance, no snow removal and trash must be brought out to the open street for collection.

If this request is approved by Town Council, I would recommend the same type agreement and conditions as issued to Habitat.



*Real Estate Brokers  
Auctioneers  
Residential Appraisers*



TELEPHONES:  
OFFICE 804/369-6678  
FAX 804/369-6485

*Real Estate - Private Sales - Public Auctions*

P.O. BOX 225 • 616-A CAMPBELL AVENUE  
ALTAVISTA, VIRGINIA 24517

May 7, 2014

Dear Sir or Madam:

This letter is to request permission from the Altavista Town Council to build a driveway upon the dedicated road at the end of Valley View Drive in Altavista. I currently have a perspective purchaser who is interested in buying 3 lots at the end of Valley View Drive contingent upon receiving written permission to use the designated property that is owned by the town to build his driveway.

Thank you for your consideration in this matter. I look forward to your response.

Sincerely,

Ann Shortt  
AS/s

The Platting of the land shown hereon is with free consent and in accordance with the desire of the undersigned owners, proprietors, and trustees if any.

Robert P. Lowman Jr. \_\_\_\_\_ Peggy W. Lowman \_\_\_\_\_  
I, \_\_\_\_\_, a Notary Public in and for \_\_\_\_\_  
\_\_\_\_\_ in The State of \_\_\_\_\_  
do hereby certify that the owners whose names are signed hereon,  
have acknowledged the same before me this \_\_\_\_\_ day of \_\_\_\_\_.  
My commission expires: \_\_\_\_\_  
\_\_\_\_\_, Notary Public

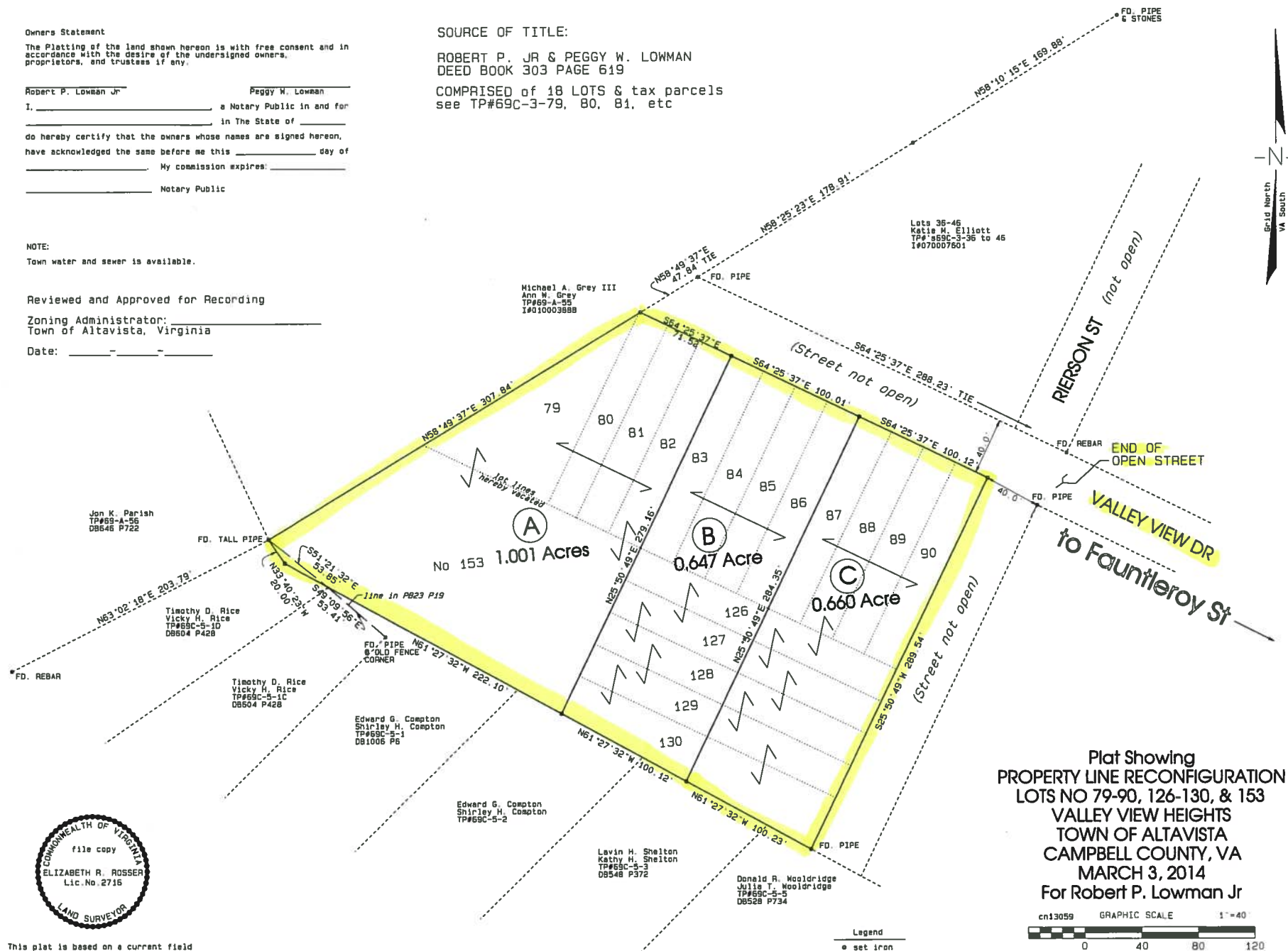
Town water and sewer is available.

Zoning Administrator: \_\_\_\_\_  
Town of Altavista, Virginia

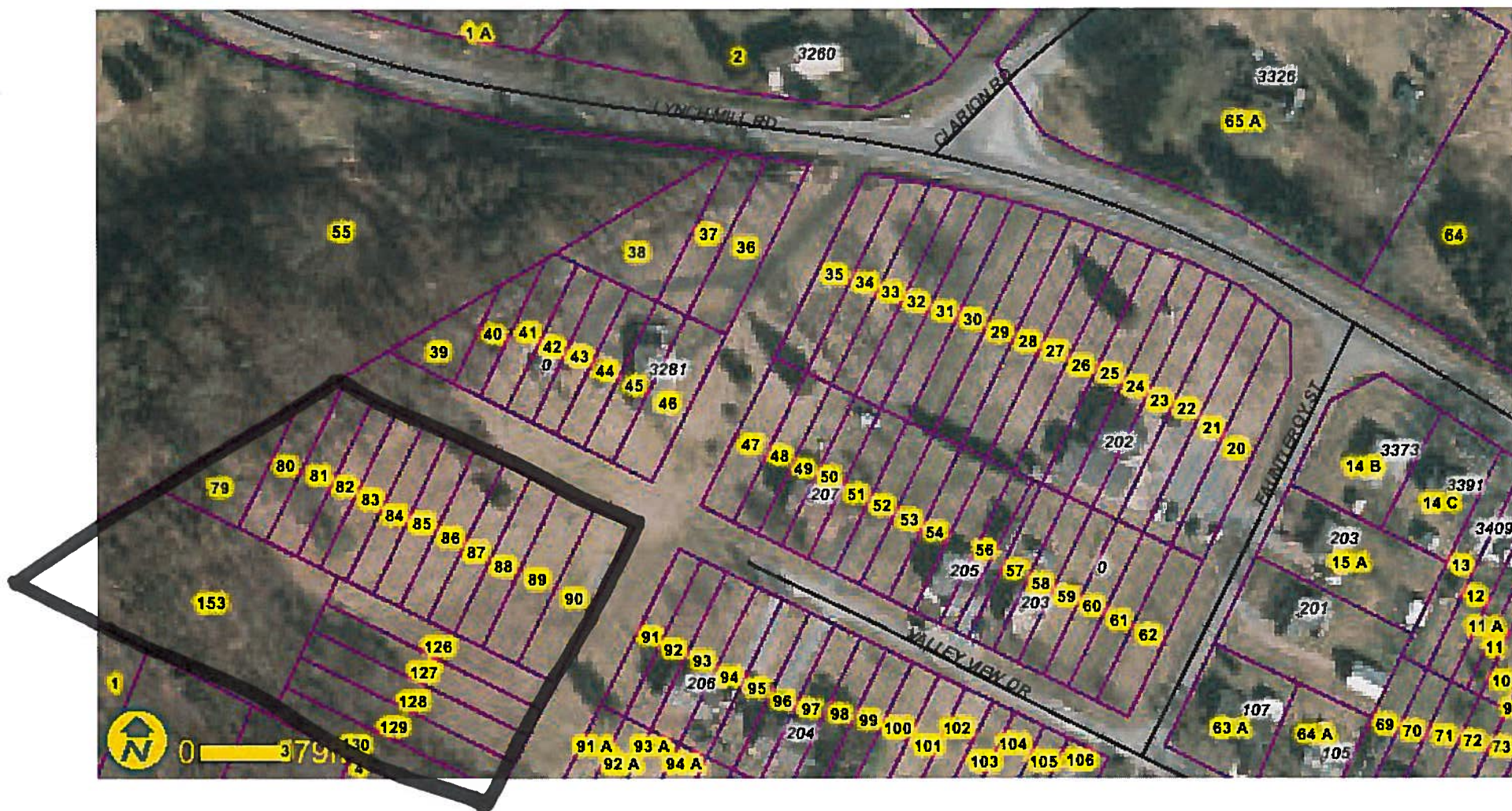
Date:                      -                      -

ROBERT P. JR & PEGGY W. LOWMAN  
DEED BOOK 303 PAGE 619

COMPRISED of 18 LOTS & tax parcels  
see TP#69C-3-79, 80, 81, etc









# Town of Altavista Town Council Meeting Agenda Form

Meeting Date: May 13, 2014

## **Agenda Placement: UNFINISHED BUSINESS**

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations). Public Hearings, Unfinished Business, New Business, Closed Session)

**Subject Title: Dearing Ford Water Tank conveyance**

**Presenter(s): Town Manager**

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### **SUBJECT HIGHLIGHTS**

At their May 6<sup>th</sup> meeting, the Campbell County Board of Supervisors conducted a public hearing regarding the conveyance of the Dearing Ford water tank to the Town of Altavista. Enclosed are the conveyance agreement and the deed related to this item.

The conveyance agreement sets forth the conditions under which the Town of Altavista can be reimbursed up to \$40,000 for costs associated with the maintenance or demolition of the tank within the 18 months immediately following the date of recordation of the deed. (Attachments: Copy of Conveyance Agreement; Copy of Deed)

Action Per Discussion.

***POSSIBLE ACTION:*** *Authorize the Town Manager to execute the Conveyance Agreement and accept the deed for the tank and corresponding property.*

## **CONVEYANCE AGREEMENT**

**THIS AGREEMENT** ("Agreement") is dated this \_\_\_\_ day of \_\_\_\_\_, 2014, and is by and between **Campbell County**, a political subdivision of the Commonwealth of Virginia (the "County"), and the **Town of Altavista** (the "Town"), a political subdivision of the Commonwealth of Virginia.

WHEREAS, this Agreement is made and entered into by and between the parties for the purpose of establishing the terms by which the County will convey a 300,000 gallon elevated water storage tank and the 0.41 acre, plus or minus, parcel of property on which it is located (hereinafter "Tank"), tax map #69-8-2, to the Town.

WHEREAS, the Tank is located near the intersection of Dearing Ford Road and Tardy Mountain Road in the Town of Altavista;

WHEREAS, at its regularly scheduled meeting on May 6, 2014, the Board of Supervisors for Campbell County held a public hearing on the question of the declaration of the Tank surplus, and did so declare the Tank surplus after public hearing, and also declared an intent to convey the Tank to the Town at the request of the Town;

NOW, THEREFORE, for and in consideration of the mutual covenants, conditions and agreements contained herein, it is agreed as follows:

1. Title. County shall convey title to the Tank by deed subject to any rights, covenants, privileges or easements encumbering the Tank, whether located above, upon, or under the surface, either presently in use or of record to the Town.

2. Condition of the Property. The Tank will be conveyed in its "AS IS" condition. County makes no representation or warranty with regard to the acreage, boundary lines, condition, value or permitted use of the Tank, or with regard to the presence on the Tank of any toxic or hazardous substances or materials of any nature, including but not limited to, petroleum, lead, radon, asbestos or asbestos-related materials.

3. Funds for Maintenance or Demolition. The County agrees that it will provide up to \$40,000 in funds to be used for maintenance or demolition costs if they are incurred within the 18 months immediately following the date of recordation of a Deed. The Town shall submit paid invoices to the County for reimbursement under this paragraph.

4. Town Responsibilities. The Town agrees that it will be solely responsible for any costs in excess of \$40,000 related to this property, including but not limited to, maintenance of the tank and property, demolition of the tank, or modification of the water line piping should the tank be removed. The Town agrees that it will either maintain the tank in good condition or demolish it if no longer required for water storage.

5. Leases. There are no written agreements, except for those matters of record in the



chain of title to the Tank or, to the best of County's knowledge, unwritten agreements, recorded or unrecorded, affecting or relating to the use of the Tank.

6. Authority. The County has full power, authorization and approval to enter into this Agreement and to carry out its obligations hereunder. The Town has full power, authorization and approval to enter into this Agreement and to carry out its obligations hereunder.

7. Entire Agreement. This Agreement constitutes the entire agreement between the County and the Town and may be amended or modified only by written agreement between the parties hereto. This Agreement shall be construed and enforced in all respects according to the laws of the Commonwealth of Virginia.

Witness the following signatures:

CAMPBELL COUNTY, a political subdivision of the  
Commonwealth of Virginia

By: \_\_\_\_\_  
R. David Laurell, County Administrator

Date: \_\_\_\_\_

TOWN OF ALTAVISTA, a political subdivision of the  
Commonwealth of Virginia

By: \_\_\_\_\_  
Waverly Coggsdale, Town Manager

Date: \_\_\_\_\_

Prepared by Kristin B. Wright

Tax Map No. 69-8-2

**This deed is exempt from grantor's tax pursuant to §58.1-811(C)(4) of the Code of Virginia, 1950, as amended.**

THIS DEED, made this \_\_\_\_ day of \_\_\_\_\_, 2014, between the **COUNTY OF CAMPBELL, VIRGINIA**, a political subdivision of the Commonwealth of Virginia, party of the first part, **GRANTOR; TOWN OF ALTAVISTA, VIRGINIA**, a political subdivision of the Commonwealth of Virginia, party of the second part.

WITNESSETH:

That for and in consideration of the sum of Five (\$5.00) Dollars, cash in hand paid, and other good and valuable consideration, receipt whereof is hereby acknowledged, the said party of the first part does hereby grant and convey unto the said party of the second part, **TOWN OF ALTAVISTA, VIRGINIA**, with Special Warranty of Title and English Covenants, the following described real estate situate in the County of Campbell, Virginia, to-wit:

All that tract or certain parcel of land situate, lying and being in Vista Magisterial District, Campbell County, Virginia, designated as Tank Lot, containing 0.410 acres, more or less, fronting on the westerly side of Dearing Ford Road (Va. St. Rt. # 712), as shown on plat of survey by Kyle D. Austin, dated January 26, 1999, revised July 20, 2000, entitled Subdivision Plat of "Dearing Ford Business and Manufacturing Center, Vista Magisterial District, Campbell County, Virginia", a copy of which plat is duly recorded in Plat Cabinet B, Slide 258, Page 1390, in the Office of the Clerk of the Circuit Court of Campbell County, Virginia.

It being a portion of the property conveyed to County of Campbell by deed dated October 1, 1987, from Mary Dearing Lewis, unmarried and Nancy Lewis Dinwiddie and Donal Dinwiddie, her husband, duly recorded in Deed Book 660, Page 266 and by deeds dated March 24, 1992, from The Timken Company, an Ohio corporation, duly recorded in

Deed Book 753, Page 241 and in Deed Book 753, Page 244, in said Clerk's Office.

This conveyance is made subject to all valid reservations, restrictions, conditions, easements and other matters of record in the aforementioned Clerk's Offices and now binding on said property.

In witness whereof, the County of Campbell, Virginia, has caused this deed to be executed by its County Administrator, R. David Laurell, pursuant to a duly adopted resolution of the Board of Supervisors of Campbell County following a public hearing as required by §15.2-1800 of the Code of Virginia, 1950, as amended.

WITNESS the following signatures and seals:

COUNTY OF CAMPBELL, VIRGINIA

By: \_\_\_\_\_  
R. David Laurell, County Administrator

STATE OF \_\_\_\_\_,  
City/County of \_\_\_\_\_, To-Wit:

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2014, by R. David Laurell, County Administrator for Campbell County, a political subdivision of the Commonwealth of Virginia, for and on behalf of said County.

My commission expires \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

ID# \_\_\_\_\_



# May 2014

| Sunday             | Monday                                       | Tuesday  | Wednesday | Thursday   | Friday | Saturday   |
|--------------------|--|--|-----------|--|--------|--|
|                    |  |  |           | 1  | 2      | 3<br>1st Saturday Trade Lot<br>AOT Cruise-In<br>5:30 |
| 4                  | 5<br>Planning<br>Commission<br>5:00 PM       | 6  | 7         | 8  | 9      | 10   |
| 11<br>Mother's Day | 12   | 13<br>Finance Committee<br>Meeting 6:45 pm<br>Council Meeting<br>7:00 pm | 14        | 15   | 16     | 17<br>Trade Lot                                      |
| 18                 | 19   | 20   | 21        | 22<br>Public<br>Works/Utility Comm.<br>Meeting<br>7:00 AM<br>Finance/HR Comm.<br>Meeting 8:15 AM | 23     | 24   |
| 25                 | 26<br>Memorial Day<br>Town Offices<br>Closed | 27   | 28        | 29   | 30     | 31   |

# June 2014

| Sunday             | Monday | Tuesday  | Wednesday   | Thursday | Friday                 | Saturday               |
|--------------------|--------|--|---|----------|------------------------|------------------------|
| 1                  | 2      | 3  | 4   | 5        | 6<br>Uncle Billy's Day | 7<br>Uncle Billy's Day |
| 8                  | 9      | 10<br>Finance Committee<br>Meeting 6:45 pm<br>Council Meeting<br>7:00 pm | 11  | 12       | 13                     | 14                     |
| 15<br>Father's Day | 16     | 17   | 18  | 19       | 20                     | 21                     |
| 22                 | 23     | 24   | 25 <b>** Note Date<br/>Change:</b><br>Public Works/Utility<br>Comm. Meeting<br>7:00 AM<br>Finance/HR Comm.<br>Meeting 8:15 AM | 26       | 27                     | 28                     |
| 29                 | 30     |  |   |          |                        |                        |
|                    |        |  |   |          |                        |                        |